

**U.S. Embassy Rabat ✧ Human Resources Office**  
**Vacancy Announcement**  
**Political Assistant**  
**Announcement Number: 11-36**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** Political Assistant, FSN-09, FP-5\*

**OPENING DATE:** Thursday, August 18, 2011

**CLOSING DATE:** Thursday, September 1, 2011

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: \$ 50,043 p.a. (Starting Salary based on 40 hours)  
(Position Grade: FP-5 following confirmation by Washington)

\*Ordinarily Resident: Gross Salary DH 241,379 p.a. (Starting Salary based on 40 hours including allowances, competitive bonus and benefits package. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments)  
(Position Grade: FSN-09)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

-----

The U.S. Embassy in Rabat is seeking an individual for the position of Political Assistant.

**BASIC FUNCTION OF POSITION:**

The incumbent is responsible for contributing to the section's political analysis and reporting. S/he utilizes written and broadcast media and personal contacts to develop expertise in specific assigned areas, prepares spot reports events, assists in identifying contacts, making appointments, accompanying section officers to meetings, and assisting with official visits and other tasks.

**QUALIFICATIONS REQUIRED**

**NOTE:** *All applicants must meet all qualifications and provide supporting documentation for each criterion below*

**Education:** Possession of a bachelor's degree in social sciences, humanities, or a related field is required.

**Experience:** Three years of progressively responsible experience in the social sciences, preferably in the field of Moroccan political analysis, newspaper reporting of political matters, university teaching, or a closely related field is required.

**Language:** Level 4 (fluency) in English, French, and Arabic is required.

**Knowledge:**

-Good working knowledge of Morocco's political, economic, and social structure, institutions, political parties, historical development, and key political figures is required.

-A basic understanding of U.S. foreign policy objectives, especially with regard to Morocco is required.

**Abilities and Skills:**

-Ability to develop and maintain a range of working-level contacts.

-Ability to draft factual reports and to research and draft analytical reports.

-Ability to translate and interpret in Arabic, English and French.

-Must have basic computer skills.

### **SELECTION PROCESS**

When equally qualified, US Citizen EFMs and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions. A waiver to this requirement by the employee and cleared by the American supervisor must be submitted to the Human Resources Officer for approval prior to applying for a position.

### **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment, DS-174 form.
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION**

- a) By mail to: Human Resources Office  
Attention: Vacancy Announcement 11-36  
Address: 2 Avenue Mohamed El Fassi (ex-Marrakech), Rabat
- b) By e-mail: [RecruitmentRabat@state.gov](mailto:RecruitmentRabat@state.gov)

**Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.**

-----  
**\*DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**The US Mission in Morocco provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.**

The department of State strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

13. Basic Function Of Position

Incumbent contributes to the section's political analysis and reporting. Utilizes written and broadcast media and personal contacts to develop expertise in specific areas assigned. Prepares spot reports on events in those areas as directed and on own initiative. Expected to learn the principles of, and to undertake as directed, analytical reporting, under the guidance of section officers. Assists in identifying contacts, making appointments for section officers and accompanying to meetings as requested. Assists with official visits and other embassy events as needed.

14. Major Duties and Responsibilities

75 % of Time

Political Analysis and Reporting:

Monitors and reports orally and in writing on issues and initiatives related, but not limited, to national and local politics, democratic development, Moroccan and foreign government activities, religion and politics, and Moroccan foreign policy, using both the media and direct discussions with contacts to gain insight into, analyze, and understand the significance of events. Under guidance of section officers, conducts analytical reporting and research and helps compile data for use in cables and annual reports.

Advises section officers on significant political developments within government, political parties, parliament and the country.

(Continue on blank sheet)

(See Addendum 1)

Addendum 1

Attends conferences, parliamentary sessions, party conventions and other important events as directed. Monitors and reports on important speeches, press releases, legislative proceedings and media. Undertakes field trips to various regions of Morocco as directed.

Assists in scheduling appointments for official visitors, creating briefing materials, accompanying them to meetings taking notes, interpreting, and other duties as necessary.

Networking and Other Duties:

25% of Time

Incumbent continually develops a wide range of contacts including government officials, political party members, parliamentarians, academics and civil society leaders. Responsible for introducing political officers to appropriate outside contacts, setting up meetings, and accompanying them on calls as requested.

Translates official and unofficial documents as directed. Serves as interpreter for section officers and for others in the Embassy when necessary.

15. Qualifications Required For Effective Performance:

- a. Education:  
Bachelors' degree in social sciences, humanities, or related field.
- b. Prior Work Experience:  
Three years of progressively responsible experience in the social sciences, preferably in the field of Moroccan political analysis, newspaper reporting of political matters, university teaching, or closely related field.
- c. Post Entry Training:  
FSN Political Tradecraft Course at USI.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (I, II, III) and specialization (spread).  
Speaking and reading level IV English, French, and Arabic.
- e. Job Knowledge:  
Good working knowledge of Morocco's political, economic and social structure, institutions, political parties, historical development, and key political figures. A basic understanding of U.S. foreign policy objectives, especially with regard to Morocco.
- f. Skills and Abilities:  
Ability to develop and maintain a broad range of working-level contacts. Ability to craft factual reports by obtaining material from various sources and to draft extensive analytical reporting under the guidance and instruction of section officers. Strong computer skills including word processing, spread sheets and use of computer for research. Must be able to work well in a team.

16. Position Element

- a. Supervision Received:  
Supervised by the Deputy Political Counselor
- b. Supervision Exercised:  
None
- c. Available Guidelines:  
State Department resources and regulations; FAM, FAH, cables, and other USG documents related to U.S. government foreign policy and embassy operations.
- d. Exercise of Judgment:  
Must be able to prioritize among competing demands. Must be able to identify necessary contacts and materials, to determine content, timeliness, and depth of reporting needed and to know when to refer information to an officer.
- e. Authority to Make Commitments:  
Follows guidelines of supervisor.
- f. Nature, Level, and Purpose of Contacts:  
Wide range of work level contacts who can provide relevant information and who would be good for officers to meet.
- g. Time Expected to Reach Full Performance Level:  
One year.