

# MANAGEMENT NOTICE

## U.S. MISSION TO SRI LANKA AND MALDIVES

# EMPLOYMENT VACANCY

**POSITION TITLE: POLITICAL AND ECONOMIC  
SPECIALIST FOR MALDIVES**

**DATE: November 27, 2013**

**NO.: 13/109**

**TO: All Interested Candidates/All Sources**

**FROM: Management Officer – John W. McIntyre** 

**OPEN TO: All Interested Candidates/All Sources**

**POSITION: Political and Economic Specialist for Maldives, FSN-10; FP-5\***

**OPENING DATE: November 27, 2013**

**CLOSING DATE: November 29, 2013**

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

**SALARY:** \* **Not-Ordinarily Resident: US\$ 56,323 p.a. (Starting Salary)**  
**(Position Grade: FP-5(steps 5 through 14), actual grade to be determined by Washington)**

\* **Ordinarily Resident: Rs. 1,034,319 p.a. (Starting Salary)**  
**(Position Grade: FSN-10)**

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

The U.S. Embassy in Colombo is seeking an individual for the position of Political and Economic Specialist (Policy Specialist) for Maldives, based in Sri Lanka.

### **BASIC FUNCTION OF POSITION**

The incumbent serves as the Policy Specialist (Political and Economic Specialist) for Maldives. As a recognized expert, the incumbent provides research, reporting, advisory, and related services of broad scope, complexity, and sensitivity in the full range of issues of interest in the United States' relations with Maldives, including political, economic, security, environmental, and social issues.

The Policy Specialist will develop and utilize a contact network for information gathering and analysis, drafting reports, and will serve as the main resource in the Embassy on political, economic, security, environmental, and social issues in Maldives.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Ext. 8761.

## **QUALIFICATIONS REQUIRED**

**All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Bachelor's Degree in Political Science/ Economics/ International Relations/History/ International Law/ Commerce / Business Administration and Minimum of one year work experience involving local Maldivian and international political and economic issues with significant exposure to research & writing and independent issue analysis is required.

### **OR**

Successful Completion of Secondary schooling and Minimum of five years' work experience involving local Maldivian and international political and economic issues with significant exposure to research & writing and independent issue analysis is required.

2. Level IV (fluent) Speaking/Reading/Writing English and Level III (good working knowledge) (speaking & reading) Dhivehi are required (These will be tested).
3. Must have a broad and detailed knowledge of political, economic and civil society issues, political parties and personalities, political and social history and institutions.
4. Should have the ability to research, gather information and objectively and thoroughly analyze and report the political situation, economic developments independently and to prepare reports in a timely manner.
5. Must have the ability to cultivate and maintain a wide range of contacts with government, mid-level and senior-level contacts in government, business and other sectors such as media, education, human rights, religious, and civil society.

**Please send us your detailed CV along with a separate sheet of paper containing the following questions and your responses:**

1. Position applied, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address and E- mail address, 4. Telephone Numbers, 5. Names of relatives or members of your household who work for the U.S. Government if any (Name, Relationship, Position, Location), 6. Are you between ages 18-60? (Y/N), 7. Do you possess a Bachelor's Degree in Political Science/ Economics/ International Relations/History/ International Law/ Commerce / Business Administration and minimum of one year work experience involving local Maldivian and international political and economic issues with significant exposure to research & writing and independent issue analysis? (Y/N, If "Y", Please specify course details and work experience) 8. Do you have successful complete the secondary schooling and possess minimum of five years' work experience involving local Maldivian and international political and economic issues with significant exposure to research & writing and independent issue analysis? (Y/N, If "Y", Please specify course details and work experience), 9. Are you fluent (speaking, reading and writing) in English (This will be tested)? (Y/N) 10. Are you good (speaking and reading) in Dhivehi (This will be tested)? (Y/N), 11. Your current monthly take-home salary?

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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 employees serving a probationary period are not eligible to apply.
3. 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.
4. 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.
5. 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.
6. The candidate must be able to obtain and hold a SBU security clearance.
7. Please see **Appendix A** for eligibility requirements.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or A current resume or curriculum vitae that provides the same information found on the UAE (see **Appendix B**);

You may download the application form at: <http://srilanka.usembassy.gov/>

Plus

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Colombo  
210, Galle Road  
Colombo 3

E-mail your application to: [ColomboHR@state.gov](mailto:ColomboHR@state.gov)

## **POINT OF CONTACT**

Prasada Rathnayaka  
Telephone: 249-8761  
Fax: 249-8608

## CLOSING DATE FOR THIS POSITION: November 29, 2013

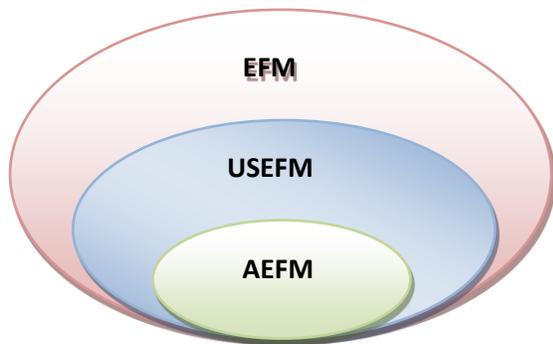
The U.S. Mission in Colombo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve 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.

Drafted: HRA: PMRathnayaka  
Cleared: POL: CJGunning (cleared via e-mail)  
HRO: EKMicheal (cleared via e-mail)

### Appendix A

#### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- 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.

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

- U.S. 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.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:  
Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **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 U.S. Citizen.

5. **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 U.S. Social Security Number (SSN).

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

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

### **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment (UAE) form.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References