Vacancy Announcement

American Consulate, Adana

SUBJECT: **Vacancy Announcement** **NUMBER:** **VA-2016/03** **DATE:** **February 12, 2016**

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Assistant

OPENING DATE FOR APPLICATIONS: Opening of business on February 12, 2016

CLOSING DATE FOR APPLICATIONS: Close of business on February 29, 2016

WORK HOURS: Full-time, 40 hours per week

SALARY: Ordinarily Resident (OR) Training Level FSN-7: TL 56,521 -Full Performance Level FSN-8: TL 74,152p.a. (**The salary is gross, deductions are made for the employee share for social security coverage and optional supplemental health benefits and tax is levied on any cash payment made by employer, including bonuses and allowances**)

Not-Ordinarily Resident (NOR) Full Performance Level: FP-6/Training Level: FP-7
*Final grade/step for NORs will be determined by Washington.

If the applicants do not meet all the qualification requirements as announced, a trainee level may be established and the starting grade level may be lowered accordingly.

The U.S. Consulate in Adana, Turkey is seeking an individual for the Cultural Affairs Assistant position at the Public Affairs section.

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

BASIC FUNCTION OF THE POSITION:

The incumbent will develop, plan, organize and implement exchange, educational and cultural programming and further understand procedures related to U.S. Government grants, visa applications, and travel arrangements. The incumbent will develop and maintain high-level contacts

with government, civic, educational, and cultural organizations and recommend specific programs, strategies, and new partners for supporting mission priorities and objectives in Southeastern Turkey.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the HR Office at (322) 455 4100.

QUALIFICATIONS REQUIRED:

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

Following are the minimum qualifications for the **FULL PERFORMANCE LEVEL** at **FSN-8/FP-6**:

1. Education: A four-year university degree in the field of liberal arts, international relations, public relations, marketing or history is required.

2. Work Experience: Minimum TWO YEARS of full-time experience in program management, educational advertising, public relations, marketing, special events planning, or similar work related to community outreach is required.

3. Language: Level IV (Fluent) Speaking/Reading/Writing English and Level IV (Fluent) Speaking/Reading/Writing Turkish are required. Language proficiency will be tested.

4. Other Criteria: The incumbent must have knowledge of the dynamics of cultural programming, community outreach, and Turkish government, academic and civic institutional structure; must have familiarity with the Turkish educational system, performing arts culture, and Ministry of Tourism and Culture provincial hierarchy; must have familiarity with U.S. State Department Public Diplomacy programming; must know how to use Microsoft Office applications and the ability to write proposals, promotional materials, evaluation reports and briefing papers; must possess excellent communication skills for negotiating partnerships, making new contacts and communication needs and also have excellent organizational and multitasking skills. The incumbent must be able to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

Following are the minimum qualifications for the **TRAINEE LEVEL** at **FSN-7/FP-7**:

1. Education: A four-year university degree in the field of liberal arts, international relations, public relations, marketing or history is required.

2. Work Experience: Minimum ONE YEAR of full-time experience in program management, educational advertising, public relations, marketing, special events planning, or similar work related to community outreach is required.

3. Language: Level IV (Fluent) Speaking/Reading/Writing English and Level IV (Fluent) Speaking/Reading/Writing Turkish are required. Language proficiency will be tested.

4. Other Criteria: The incumbent must have knowledge of the dynamics of cultural programming, community outreach, and Turkish government, academic and civic institutional structure; must have familiarity with the Turkish educational system, performing arts culture, and Ministry of Tourism and Culture provincial hierarchy;; must know how to use Microsoft Office applications and the ability to write proposals, promotional materials, evaluation reports and briefing papers; must possess excellent communication skills for negotiating partnerships, making new contacts and communication needs and also have excellent organizational and multitasking skills. The incumbent must be able to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

HIRING PREFERENCE ORDER:

(1) USEFM who is ALSO a preference-eligible U.S. Veteran
(2) USEFM OR a preference-eligible U.S. Veteran
(3) FS on LWOP

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 (OR) employees with an Overall Summary Rating that is below 100 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. Military Service (for male applicants): Completion of compulsory military service is required.

TO APPLY

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

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) that can be downloaded from http://adana.usconsulate.gov/job_opp.html
   or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

4. Any other documentation (e.g. copies of university diploma, ID card, driver's license, military discharge document, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Please note that the Human Resources Office no longer accepts applications delivered to the U.S. Embassy in person. All applications must be submitted via e-mail, fax or, mail. If the application is sent via e-mail, applicants should receive a confirmation e-mail which states that the application is received by the Human Resources Office. Applicants should contact Recruitment Assistant (see the contact information below), if they do not receive an auto reply confirming receipt of their application.

E-MAIL, FAX OR MAIL APPLICATION TO:
Human Resources Office
Attention: Recruitment Assistant
American Consulate
Güzelevler Mahallesi, Girne Bulvarı No. 212
01310 Yüreğir, Adana
Telephone: (0090) (322) 455-4100
Fax: (0090) (322) 455-4141
E-mail: AdanaHRO@state.gov

Please note: Short listing and interviews are normally completed within six weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within six weeks of the closing date.

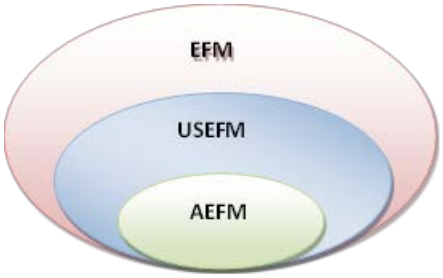
CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS ON FEBRUARY 29, 2016

The U.S. Mission in Turkey 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.

Appendix A

DEFINITIONS



1. **<u>Eligible Family Member (EFM):</u> An EFM for employment purposes is defined an individual who meets all of the following criteria:**
   - U.S. Citizen or not a U.S. Citizen; and
   - Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
   - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; or
   - Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
   - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; and
   - Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and
   - Is under chief of mission authority.

2. **<u>U.S. Citizen Eligible Family Member (USEFM):</u> A USEFM is an individual who meets all of the following criteria:**
   - U.S. Citizen; and
   - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
   - Child of the sponsoring employee who is unmarried and at least 18 years old; and
   - Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
   - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
   - Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3. **<u>Appointment Eligible Family Member (AEFM):</u> An AEFM is an individual who meets all of the following criteria:**
   - U.S. Citizen; and
   - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
   - Child of the sponsoring employee who is unmarried and at least 18 years old; and

- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4. <u>Member of Household (MOH):</u> A MOH is an individual who meets all of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of a sponsoring employee.

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. <u>Not Ordinarily Resident (NOR)</u>: An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is <u>not</u> a citizen of the host country; and
- Does <u>not</u> ordinarily reside in the host country; and
- Is <u>not</u> subject to host country employment and tax laws.

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

6. <u>Ordinarily Resident (OR):</u>An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- 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

<u>If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.</u>

<u>Failure to do so will result in an incomplete application.</u>

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