



United States Consulate

Recife, Brazil
Management Notice N°: 12/2013
Date: 03/13/2013

Vacancy – COMMERCIAL SPECIALIST (FULL PERFORMANCE)

- Open to:** All interested applicants / All sources
- Position:** Commercial Specialist, FSN-10 - FP-5(steps 5 through 14)
- Opening date:** Wednesday, March 13, 2013
- Closing date:** Wednesday, March 27, 2013
- Work hours :** Full-time; 40 hours/week
- Salary:** *Ordinarily Resident (OR): R\$ 80.850,00 p.a
(Starting Salary) (Position Grade: FSN-10)
- *Not-Ordinarily Resident (NOR): US\$ 50,043.00 p.a
(Starting Salary) (Position Grade: FP-5(steps 5 through 14) (subject to Washington approval)

All ordinarily resident (OR) applicants (See appendix A) must have the required work and/or residency permits (Attached to the application) to be eligible for consideration.

The U.S. Consulate in Recife is seeking an individual for the position of Commercial Specialist in the Foreign Commercial Service Office.

Basic Function of Position

Incumbent is responsible for supporting both Brazilian and U.S. client commercial inquiries and works with Principal Commercial Officer (PCO) in Recife to establish and implement Commercial Service objectives in the Northeastern states of Maranhão, Piauí, Ceará, Rio Grande do Norte, Pernambuco, Paraíba and Alagoas. Maintains regular contact with business and governmental business promotion offices in these states and advises PCO on regional trends. Incumbent conducts periodic market and sector research and reports directly to the PCO in Recife. Incumbent to serve as the team leader / nationwide expert for at least one very important and complex sector,

and as a member of at least two other major industry sector teams. Incumbent identifies broad trends and market opportunities to be widely reported to the U.S. business community. Incumbent also coordinates and is responsible for the time lines and quality of reports and periodic publications on opportunities for US companies to export to Brazil's Northeast.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 81-3416-3053.

Qualifications required

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

Education: University degree in business administration, business management, economics, marketing, finance, international trade or any other discipline of the liberal arts or the social sciences is required.

Experience: Progressively responsible experience in business, government or NGOs in the field of economic research, marketing, trade promotion, commercial banking or trade marketing is required.

Language: Level IV (Fluent) in reading/writing/speaking Portuguese and English required.

Language proficiency will be tested.

Knowledge:

- Of Brazilian's economy and trading practices;
- Comprehensive understanding of foreign trade policy and issues affecting the domestic economy's bilateral trade relations with the United States;
- Of USG trade policies, and export promotion programs;
- Of international trade terms and procedures, principles, concepts, and methods;
- Of marketing research statistics, bilateral agreements as well as knowledge of international political and business climate;

Skills and Abilities:

- Typing Level I (15-29wpm).;
- Excellent communication skills;
- Ability to work independently and manage simultaneous tasks;
- Self-initiative to develop strategies and promote U.S. goods and services;
- Ability to perform database searches and perform in-depth research assignments;
- Ability to develop and maintain an extensive range of appropriate mid to high-level contacts in the host (Brazil) government and private sector;

- Ability to plan, organize, and execute market research and to prepare precise and accurate factual and analytical reports;
- Ability to render advice with detachment and objectivity, employing sound professional judgment;
- Ability to operate Microsoft Office Suite, Microsoft Outlook, Internet and software applications of common use;

Testing may be conducted to determine qualifications.

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.

Additional selection criteria

1. Management will consider nepotism/conflict of interest, budget, continuity 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. **Please submit your most recent Employee Performance Report (EPR).**
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.

To apply

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae **In English** that provides the same information found on the UAE (**see Appendix B**). **We will not/not accept any applications that are not submitted in English; 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. Candidates who claim U.S. 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.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Submit Application To

Email: hr_recife@state.gov with vacancy title **COMMERCIAL SPECIALIST**

Point of Contact

Human Resources Office – Patricia Corrêa or Vanessa Vieira

Address: Rua Gonçalves Maia, nº 163, Boa Vista. CEP: 50070-060, Recife-PE.

Telephone: (81) 3416-3053 - Fax: (81) 3231-1906

Closing date for this position: Wednesday, March 27, 2013

The US Mission in Brazil 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: P. Corrêa – HR

Cleared: D. Rambo – FCS

Approved: J. Bredeck – MGT

Appendix A

Definitions

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



1. **Eligible Family Member (EFM)**: An individual related to a US 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. **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.

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 US 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 US 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 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 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 UAE.

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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References