VACANCY ANNOUCEMENT

U.S. EMBASSY ST. GEORGE'S

SUBJECT: **Administrative, Consular, Econ/Commercial and Public Diplomacy Assistant FSN-08**

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

FROM: **Human Resources Office**

POSITION:	**Administrative, Consular, Econ/Commercial and Public Diplomacy Assistant, FSN-08**
OPENING DATE:	**March 20, 2013**
CLOSING DATE:	**March 27, 2013**
WORK HOURS:	Full time: 40 hours/week
SALARY:	***Ordinarily Resident (OR):** EC$52,523.00 p.a. (Starting Salary) (Position Grade: FSN-8)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in St. George's is seeking an individual for the position of a **Administrative, Consular, Econ/Commercial and Public Diplomacy Assistant** in the **Executive Office**.

BASIC FUNCTION OF POSITION:

The incumbent serves as a Administrative, Consular, Econ/Commercial and Public Diplomacy Assistant in the Executive Office under the supervision of the Principal Officer (PO). The incumbent provides administrative support to the PO, drafts responses to all correspondence and handles telephone queries on a wide variety of topics. Maintains PO's schedule in close consultation with other Locally Employed Staff (LE Staff). Incumbent will build relationships with and serve as liaison with local businesses on trade and investment in Grenada, and prepares drafts of reports on these issues for the State Department in coordination with the PO. Performs full spectrum of American Citizen Services (ACS) consular duties, both as backup to, and support for, the primary ACS Asssistant . Prepares vendor/contractor vouchers and distributes payments. Manages the VAT reimbursement process. Backs up Finance/GSO/HR functions in the absence of the primary Finance/GSO/HR Assistant.. Assists with the yearly plan for a robust

public diplomacy program and works closely with the LE Staff Public Affairs Specialist to implement cultural affairs events and ensure press coverage of events. Cooperates in management of the International Visitors Program, Media, and Press conferences. S/He contacts staff and request they submit names of those Grenadians who will benefit from the Visitors Program.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office and can be obtained by contacting us at: usemb_gd@spiceisle.com

QUALIFICATIONS REQUIRED:

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

1. Must have a university or college degree -- or a minimum of 2 years of college study with at least 6 years of experience in the field of secretarial or office administration.

2. Level IV (fluent working knowledge) Speaking/Reading/Writing English is required. **Language proficiency will be tested.**

3. Must have a good working knowledge of the Government of Grenada, as well as, the local business community and organizations like the Grenada Chamber of Industry and Commerce.

4. Must be proficient in Microsoft Office and computer applications. Typing proficiency will be tested.

5. Must have strong interpersonal and communication skills.

SELECTION PROCESS:

When fully qualified, 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, and residency status in determining successful candidacy.

2. Current Local Employed Staff (LE Staff) serving a probationary period (6 months) are ineligible to apply, unless hired into a temporary position, which is less than the probationary period.

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 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. The candidate must be able to obtain and hold a RSO-issued FSN security certification.

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 (DS-174) http://barbados.usembassy.gov/vacancies2.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. 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.

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

SUBMIT APPLICATION TO:
Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to: usemb_gd@spiceisle.com **All applications must be signed and scanned. ONLY electronic applications will be accepted.**

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on http://barbados.usembassy.gov/vacancies2.html

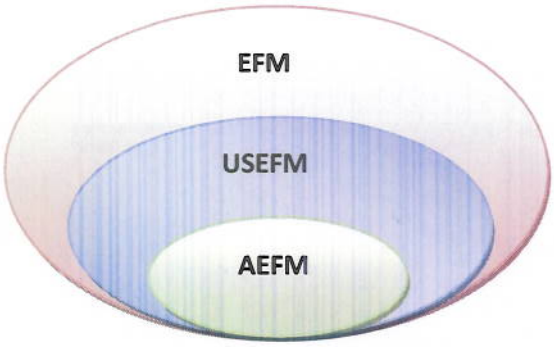
Your e-mail must state the vacancy title and vacancy announcement number in the subject line, Example: Administrative, Consular, Econ/Commercial and Public Diplomacy Assistant,Vacancy Number 001/13N. E-mails received without the appropriate subject line will not be considered.

CLOSING DATE FOR THIS POSITION: March 27, 2013

The U.S. Mission in Grenada 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.

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).

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.

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. 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