INTERNATIONAL TRADE AND MARKETING SPECIALIST

Re-advertised – previous applicants need not re-apply

The U.S. Consulate General in Perth is seeking an individual for the position of International Trade and Marketing Specialist in its Commercial Section.

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Salary: A$93,827 p.a. + superannuation benefits
Hours: Full time 40hours/week

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

1. A university degree in economics, marketing or business administration is required.

2. Minimum of five years of progressively responsible experience in economic research, marketing, business management, trade promotion or commercial banking is required.

3. Level 4 (Fluency) Speaking/Reading English is required.

4. Extensive knowledge and expertise of Australia's economy, industrial and commercial structure and a thorough understanding of the U.S. Commercial Service trade promotion goals, programs and procedures is required.

5. Management and organizational skills including the ability to plan and budget and the ability to independently prepare precise and accurate reports embodying in-depth analytical evaluations is required.

6. Ability to develop and maintain an extensive range of top-level contacts in government and private sectors is required.

Forward letter, response to the selection criteria, and resume to the Human Resources Office, U.S Consulate General, 13th Floor, 16 St Georges Terrace, PERTH WA 6000 or via email to: perthadmin@state.gov by C.O.B **OCTOBER 12, 2012.**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: INTERNATIONAL TRADE AND MARKETING SPECIALIST	POSITION GRADE – LE 10 (STARTING SALARY A$93,827) FP 5 (STARTING SALARY US$48,338)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The US Commercial Service (CS) is the trade promotion agency of the US Department of Commerce and provides assistance through counseling and fee based services to US companies seeking to enter the Australian market or to expand existing local sales. The incumbent is a member of the CS Australia operation that consists of one American Officer and seven Locally Engaged Staff (LES). CS Perth will have countrywide responsibility for a number of significant industry sectors.

Incumbent provides a wide range of customer-focused programs and counseling services to US and Australian firms aimed at bringing US products, services and investments to Australia, enhancing the performance of US companies with existing Australian operations and assisting companies interested in joint venturing, both national and supra-national.

MAJOR DUTIES AND RESPONSIBILITIES

A. Country-Wide Responsibilities for Assigned Industry Sectors 80%

The incumbent serves as advisor to the American Officer in planning and conducting trade promotions and commercial reporting in a variety of sectors including the extractive industries.

The incumbent provides high-level customer service to client firms and stakeholders such as US Export Assistance Centers and other areas of the US Department of Commerce. The incumbent gives timely, high quality counseling and advice on the Australian market and provides services related to prospective business partners (IPS), due diligence reports (ICP), specific detailed market research information (CMR) and client visits to market (GKS). Aside from providing CS services, the incumbent makes recommendations to companies on which Commercial Service products and services best meet their needs. This could include the packaging on non-standard services into highly customized products (e.g. Platinum Key) for clients in need of more complex business services. The incumbent is expected to prepare in-depth market reports which respond to the interests of prospective and existing client companies by analyzing supply and demand, competition, trends, promotional possibilities and trade barriers in the industry.

The incumbent develops and performs a number of trade program activities such as organizing International Buyer Program delegations, trade missions, trade fairs, technical seminars, single company promotions and other post-initiated events. The incumbent also identifies the most important trade exhibits in the US and may organize groups of Australian firms to attend them. Briefs local buyer groups on business practices and advises them in partnering with appropriate US firms, and briefs US business delegations on the Australian market and local business practices.

B. Other Programs and Support 20%

The incumbent develops and maintains contact with local government authorities, private sector companies and national organizations for networking and outreach. He/she uses these contacts to identify and recommend solutions to trade issues, resolve trade complaints, identity trade opportunities and likely partners.

SELECTION CRITERIA

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

1. A university degree in economics, marketing or business administration is required.

2. Minimum of five years of progressively responsible experience in economic research, marketing, business management, trade promotion or commercial banking is required.

3. Level 4 (Fluency) Speaking/Reading English is required.

4. Extensive knowledge and expertise of Australia's economy, industrial and commercial structure and a thorough understanding of the U.S. Commercial Service trade promotion goals, programs and procedures is required.

5. Management and organizational skills including the ability to plan and budget and the ability to independently prepare precise and accurate reports embodying in-depth analytical evaluations is required.

6. Ability to develop and maintain an extensive range of top-level contacts in government and private sectors is required.

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 Sensitive But Unclassified security clearance.

TO APPLY

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

Universal Application for Employment 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 below); or

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

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

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
U.S. Consulate General
13th Floor, 16 St Georges Terrace
PERTH WA 6000

or via email to: perthadmin@state.gov

THE DEADLINE FOR APPLICATIONS IS C.O.B OCTOBER 12, 2012

The U.S. Mission in Australia 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.

US Mission Australia maintains a drug free work environment.

APPENDIX

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
K. If applying for position that includes driving a U.S. Government vehicle, provide 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