



POLITICAL ASSISTANT

The U.S. Consulate General in Perth is seeking an individual for the position of Political Assistant in the Executive Office.

Salary: A\$83,550 p.a.

Hours: Full time 40 hours/week

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

1. University degree in Political Science, History, International Relations, or other closely related field is required.
2. Minimum three years of progressively responsible experience in government, public relations, politics, or non-governmental organizations is required.
3. Level 4 (Fluency) English is required. This will be tested.
4. A good general knowledge of Australian, Western Australian, and U.S. political, economic, labor, educational, non-governmental organizations and structures, including understanding of historical development and cultural movements is required.
5. Ability to operate with a high degree of independence in organizing work schedule and managing of assignments and projects as well as ability to maintain contacts with government, political, academic, labor, and media sector representatives is required.
6. Typing speed of 40 wpm and demonstrated computer skills 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 **JULY 27, 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: POLITICAL ASSISTANT VACANCY ANNOUNCEMENT 12-40	POSITION GRADE – LE 9 (STARTING SALARY A\$83,550) FP 5 (STARTING SALARY US\$42,948)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Conducts a broad scope of political reporting and advisory functions, under supervision of the Consul General. Monitors and reports on significant government, political, social, and labor developments at the federal, state, and local levels, with a focus on implications for U.S. interests. Develops and maintains a broad range of contacts with government, political, academic, and community leaders.

MAJOR DUTIES AND RESPONSIBILITIES

1. Research, Analysis, and Reporting: Undertakes research, analysis and reporting on Australian government, politics, social, and labor developments, at the federal, state, and local levels as appropriate, from a wide variety of published and unpublished sources for relevance to U.S. interests in Australia and the Indo-Pacific region, including government laws and policies. Makes decisions about issues to be reported, analyzing developments within the broader political, economic, social, and global sphere. Forecasts developments, including ramifications for U.S.-Australian relations. Works with Public Affairs colleagues to quickly respond to public or current affairs issues that need to be addressed. Provides biographic reporting on key political, academic, and community leaders. Provides spot reporting and in-depth analyses that is accurate, up-to-date, timely, and of a high substantive quality, and which reflects an appreciation of the nuances of Australian and American politics and policies. 45%
2. Advisory Role: Briefs Consul General, Consulate staff, and official visitors and delegations on current developments of importance in Australian government, political, social, and labor matters. Provides accurate, current information on government, political, academic, and other community leaders, as required, recommending contacts, meetings, and strategies to meet MSP objectives. Accompanies Consul General when presenting U.S. Government position to provide briefing and support. 20%
3. Maintaining contacts: Develops, maintains, and effectively utilizes an extensive range of high-level and mid-level contacts with government, political, academic, and community officials and decision-makers. Maintains effective contacts with political and other community leaders and their staffs at federal, state, and local levels, as well as across partisan lines, and with media organizations and academic institutions, to obtain the most comprehensive perspective on political and social developments and how those developments might affect U.S. interest. 15%

4. Representational: Represents the Consul General and the U.S. Mission at conferences, seminars, and other events organized by governmental, academic, think-tanks, and other organizations, in line with the MSP. Utilizes representation opportunities to independently and persuasively articulate U.S. policy positions.

10%

5. Other duties: Acts as control officer for visiting U.S. officials and facilitates their contacts with government, political, social, and labor officials. Arranges appointments, and accompanies U.S. officials during such visits. Maintains research materials, and makes recommendations on the acquisition of resource material including books, periodicals, and on-line information. Identifies potential nominees for the International Visitor Leadership Program and prepares grantee nominations.

10%

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 JULY 27, 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