

**U.S. Embassy Kabul
Human Resources Office**

VACANCY ANNOUNCEMENT: Public Diplomacy Assistant (FSN-8)

Announcement Number: 13-052

OPEN TO: All Interested Candidates (Women are encouraged to apply)

POSITION: Public Diplomacy Assistant (FSN-8)
Position is based in Mazar

OPENING DATE: April 16, 2013

CLOSING DATE: April 29, 2013

WORK HOURS: Full-time, 40 hours/week

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

The RC-North Mazar is seeking one individual for the position of Public Diplomacy Assistant with the Public Affairs Office (PAO), based in Mazar Province.

BASIC FUNCTION OF THE POSITION:

The incumbent will serve as the Public Diplomacy Assistant for the Department of State Public Diplomacy Officer based in Mazar. The incumbent will assist the PAO in his/her job to understand, inform, and influence members of the government, media, educational institutions, and other influential citizens in Northern Afghanistan and develop durable relationships with contacts that enable constructive engagements. The incumbent will also regularly do oral and written interpretation; provide sophisticated program and policy advice; coordinate administrative programs and office activities; coordinate and perform operational and public diplomacy support activities; serve as a liaison for the PAO in administrative issues; schedule meetings; organize travel logistics; gather information and draft daily local news summaries; and may serve as a Grants Officer Representative for Public Diplomacy grants.

QUALIFICATIONS REQUIRED

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

Education: Completion of secondary (high) school is required.

Experience: Two years of work experience in the administrative, business, academic, NGO, or media sector or at an international organization or Embassy

Language: Level III (able to interpret orally and translate written documents) speaking/reading English and level IV (fluent) speaking/reading Dari are required. .

Knowledge: In-depth understanding of the society, government, history and culture of Northern Afghanistan. Specific knowledge of key players and institutions in this geographic area of responsibility, particularly in the sectors of media, education, culture, and local government entities. Understanding of public diplomacy strategies and USG policy objectives.

Abilities and Skills: Must be able to interpret orally for a variety of Consulate and visiting officials, including VIPs. Must be able to translate written documents. Must be able to plan, prioritize, and work independently on assigned tasks and public diplomacy programs while coordinating with others members of the PRT and the PAS. Must be able to execute and moderate outreach programs, and be able to communicate effectively with a wide variety of American and Afghan program participants. Must be a self-starter with strong initiative, follow-through, resourcefulness, and organization. Must be able to solve problems independently and provide recommendations for process improvements must be able to interact effectively with people at the highest levels of government, academia, and the private sector. Must be able to cultivate and maintain positive working relationships with local interlocutors. Must be able to draft professional project proposals, web articles and results reporting with minimal editing. Must be proficient with standard Microsoft Office applications (Outlook, Word, Excel, and PowerPoint), and Internet-based information resources.

HOW 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 (DS-174). Candidates may also send a current resumé or curriculum vitae in addition to the Form DS-174, but in all cases, the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Embassy website <http://kabul.usembassy.gov>

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

3. 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.

SUBMIT APPLICATION TO:

Applications must be submitted through e-mail to this address: kabuljobs@state.gov

Subject line must be: **(Public Diplomacy Assistant VA 13-052)** or your application may not be considered.

SELECTION PROCESS

When fully qualified, US 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, and residency status in determining successful candidacy.
2. Current Employees serving a probationary period are not eligible to apply.
3. In-house interested candidates of this position should submit their applications through their American or FSN supervisor.
4. Current Ordinarily Resident employees with an Overall Summary rating of needs improvements or unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. 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.

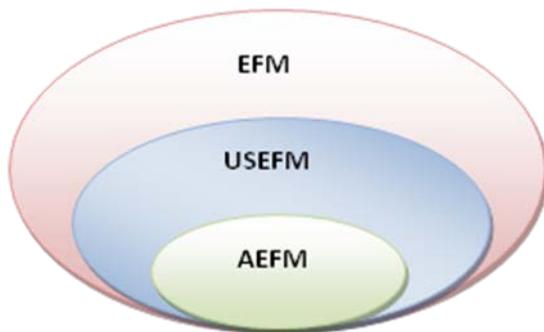
6. Currently employed NORs hired under a personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their work schedule.

CLOSING DATE FOR THIS POSITION: (April 29, 2013)

The U.S. Mission in (insert post) 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



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

1. Eligible Family Member (EFM): An individual related to a U.S. 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. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. 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, and 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.

4. 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 U.S. Social Security Number (SSN).

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

5. Ordinarily Resident (OR) – A Foreign National or U.S. 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 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).

DISTRIBUTION: All Section Heads, FSN Bulletin Board, UN Agencies, International NGOs,

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