

U.S. Embassy Kabul
Human Resources Office
VACANCY ANNOUNCEMENT: LEGAL ANALYST FSN-07
Announcement Number: 15-095

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

POSITION: Legal Analyst FSN-07

OPENING DATE: July 12, 2015

CLOSING DATE: July 25, 2015

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 U.S. Embassy in Kabul is seeking an individual for the position of Legal Analyst within the Department of Justice (DOJ) Section.

BASIC FUNCTION OF POSITION:

Provide oral and written updates and analysis to their assigned section head, or to the Justice Attaché on political/judicial developments. Monitor a broad range of local media outlets and report on issues, views, and developments. Assist with preparations for high-level visits, and training of Afghan judicial officials. Identify key figures and assist in establishing relationships. Set up appointments for their assigned section head, or the Justice Attaché and interpret at meetings as needed. The incumbent will maintain a current, comprehensive list of contacts with Afghan judicial authorities. Travel as appropriate to assist the office of the Justice Attaché. Performs oral and written translation work from English into host country languages: Dari and Pashto. Performs oral and written translation work from host country languages into English. Interprets during meetings with high-level host nation officials as well as meetings with other host nation contacts. Develops and maintains contacts with appropriate Afghan government officials, NGO experts, press, and civil society representatives operating in Afghanistan. Respond to tasking on judicial issues. Additional duties as required.

QUALIFICATIONS REQUIRED

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

Education: Completion of at least two years of University/College studies is required.

Experience: At least 2 years of translation/interpretation or social science research experience is required with an Embassy or international organization.

Language: Level 3 English / Level 4 Dari / Level 4 Pashto in both written and oral formats are required.

Knowledge: In addition to the language requirement incumbent should have general knowledge of the Afghan legal system as well as the overall legal process including general laws, provisions and procedures.

Abilities and Skills: Excellent written and verbal skills. Ability to speak publicly. Have strong interpersonal skills. Must have the ability to interpret conversations, meetings and proceedings in real time. Should have a familiarity of legal/technical terms and vocabulary. Must be able to self-direct on issues related to work, and to work without constant supervision. Additionally, incumbent should be a self-starter

and able to place individual tasks within the larger context of the work in the office. Must possess a valid driver's license.

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: **(Legal Analyst VA 15-095)** or your application may not be considered.

CLOSING DATE FOR THIS POSITION: (July 25, 2015)

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.

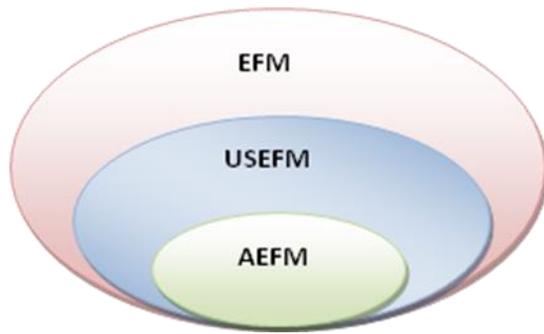
ADDITIONAL SELECTION CRITERIA

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.

The U.S. Mission in Kabul 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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