

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

VACANCY ANNOUNCEMENT: POLITICAL ASSISTANT (FSN-8)

Announcement Number: 15-113/15-113T

OPEN TO: All Internal and External Candidates (Women are encouraged to apply)

POSITION: Political Assistant FSN-08, trainee level FSN-07

OPENING DATE: September 22, 2015

CLOSING DATE: October 05, 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 Political Assistant with the Political Section.

BASIC FUNCTION OF POSITION:

Develop and maintain Political contacts with appropriate Afghan government officials, NGO experts, press, and civil society representatives operating within western Afghanistan. Respond to tasking's on domestic and regional political issues. Provide oral and written updates and analysis to the Section on political developments. Monitor a broad range of local media outlets and report on issues, views, and developments. Assist with preparations for high-level visits. Identify key figures and assist Political Officers in establishing relationships. Set up appointments for offices and interpret at meetings as needed; maintains a current, comprehensive list of contacts with Provincial and District-level Afghan authorities. Travel as appropriate to advance Post goals. Additional duties as required.

QUALIFICATIONS REQUIRED

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

VA 15-113 Full Performance Level:

Education: Must have at least three years of studies satisfactorily completed in a relevant area, such as political science, law, international relations, journalism, economics, foreign languages, or other social sciences.

Experience: Must have at least four years direct experience in political analysis, press analysis, legislative analysis, compiling biographical information on government officials and stakeholders, or developing detailed reports regarding political or economic developments in Afghanistan. Strong regional experience or ties to western Afghanistan highly desirable.

VA 15-113T Trainee Level:

Education: Must have at least three years of studies satisfactorily completed in a relevant area, such as political science, law, international relations, journalism, economics, foreign languages, or other social sciences.

Experience: Must have at least three years direct experience in political analysis, press analysis, legislative analysis, compiling biographical information on government officials and stakeholders, or developing detailed reports regarding political or economic developments in Afghanistan. Strong regional experience or ties to western Afghanistan highly desirable.

Language: Level 4 in English and Dari; Level 3 in Pashto.

Knowledge: Thorough knowledge of Afghan government (national and sub-national) and security forces, as well as Afghan cultural and societal norms required. Broad familiarity and experience with Afghan political, economic, media and civil society institutions, as well as Afghan and U.S. government practices required. Expert knowledge of the most culturally effective/appropriate ways to interact with High-level contacts across the gamut of professional interactions is required.

Abilities and Skills: Ability to interpret Embassy reporting and policy priorities and relay them in cogent written and spoken English. Must be able to take the initiative to conduct independent critical analysis of political and social developments and follow up with minimal supervision. Develop and maintain professional relationships with a variety of contacts, often over a distance. Draft concise reports in English, interpret in meetings, and translate documents. Must be able to exploit multiple sources for research.

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 resume 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: **(Political Assistant VA 15-113/15-113T)** or your application may not be considered.

CLOSING DATE FOR THIS POSITION: (10/05/2015)

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.

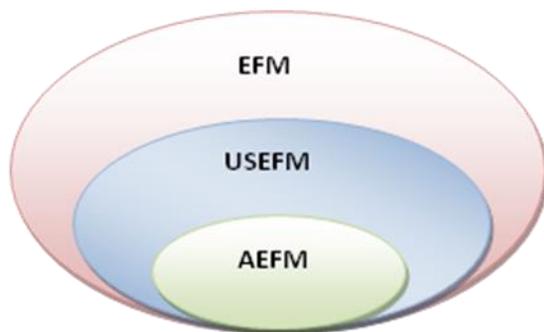
ADDITIONAL SELECTION CRITERIA

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,

Drafted: HRO: Barbara Simpson, Cleared: Michael Honigstein, FMO: Debra Tracey