

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

VACANCY ANNOUNCEMENT: Public Affairs Assistant (FSN-9)

Announcement Number: 14-061/14-061T

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

POSITION: Public Affairs Assistant (FSN-9) Trainee Level (FSN – 08)
Position is based in Mazar- e-Sharif

OPENING DATE: April 12, 2014

CLOSING DATE: Open Until Filled

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 Affairs Assistant with the Public Affairs Office (PAO), based in Mazar Province.

BASIC FUNCTION OF THE POSITION:

The incumbent will serve as one of three Public Affairs Assistants (PDA) for the Department of State Public Affairs Office at the U.S. Consulate in Mazar-e Sharif, Afghanistan. The Employee serves as an advisor to the Public Affairs Officer (PAO) on public diplomacy-related activities in the Consulate's geographic area of responsibility. He/she provides sophisticated programming and policy advice related to public diplomacy to the PAO and other Consulate employees. The PDA 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 their assigned provinces, and develop durable relationships with contacts that enable constructive engagement. The PDA will perform a range of diverse activities under the auspices of the PAO: oral and written interpretation; coordinating office activities; serving as a liaison for the Consulate in the resolution of day-to-day public diplomacy administrative issues; may compose, type, edit, and distribute agendas and meeting minutes; schedules and coordinates meetings, events, interviews, appointments, and other similar activities for the PAO which may include coordinating travel arrangements assists with the preparation of reports; gathers information on local trends and developments as they relate to and may impact public diplomacy equities; may develop contacts and public diplomacy programs in support of the Mission's gender policy goals, in particular women's issues assists in project planning execution and problem solving related to stated PD and Mission objectives: liaises and facilitates liaison with local government official, media, educational, and cultural institutions and NGOs; establishes, maintains, and updates relevant files including PD, grants, contact lists, correspondence. And other relevant documents; composes, prepares, and ensures timely response to a variety of routine written inquiries· fulfill other appropriate duties as needed. All work will be in accordance with USG and Chief of Mission polices.

QUALIFICATIONS REQUIRED

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

VA 14-061 – Full Performance Level:

Education: University or college studies for a minimum of two years is required.

Experience: Two years of work experience in the administrative, business, academia, NGO, or media sectors, or at an International organization is required.

VA 14-061T - Trainee Level:

Education: University or college studies for a minimum of two years is required.

Experience: One year work experience in the administrative, business, academia, NGO, or media sectors, or at an International organization is required.

The position has been approved for substitution, for one year of experience in lieu of one year of higher education.

Language: Level III (Good Working Knowledge) 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, including the nine provinces in the Consulate's geographic area of responsibility: Faryab, Jowzjan, Sar-e Pul, Balkh, Samangan, Baghlan, Kunduz, Takhar, and Badakhshan. Specific knowledge of the key individuals and institutions in this geographic area of responsibility, particularly in the sectors of media, education and culture. Gender/women's issues and local government entities. Specific knowledge of gender-related issues and women's organizations, including in government, civil society, education and the media.

Abilities and Skills: Must be able to plan, prioritize, follow directions, and work independently on assigned tasks and public diplomacy programs. Will be coordinating with the PAO and other officers at the Consulate and the Embassy. Must be a self-starter with strong initiative and resourcefulness, who thinks through tasks independently and proposes ways to achieve the stated objective to his/her chain of command. Must be able to solve problems independently and/or provide recommendations for solving problems. Must be able to cultivate and maintain positive working relationships with local interlocutors, while maintaining constant focus on the mission goals and tailoring interactions with local contacts with the aim of achieving those objectives. 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 communicate effectively with a wide variety of Afghan and American contacts. Including people at the highest levels of Government, academia, civil society, and the private Sector, as well as PO program participants. Must be able to draft professional-quality project proposals, reports, and articles with minimal editing. Proficiency with Microsoft Office Applications and internet-based information resources is required

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 Affairs Assistant VA 14-061/14-061T)** or your application may not be considered.

CLOSING DATE FOR THIS POSITION: (Open until filled)

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.

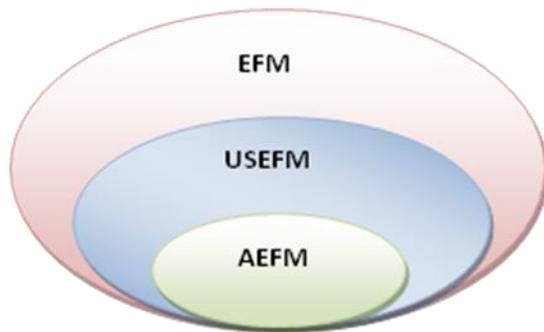
ADDITIONAL SELECTION CRITERIA

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 (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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