Agricultural Specialist (Trainee)

An opportunity is available to work as an Agricultural Specialist (Trainee) within the Agriculture Section at the U.S. Embassy, Canberra.

Salary: A$93,827 p.a. + superannuation benefits
Hours: 40hrs/week, Monday to Friday.

PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT RE-APPLY

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

1. University degree in Agricultural Economics, Economics, or International Trade is required.

2. Three years of progressively responsible experience in an economic or trade-related fields, including experience in the research, analysis and written presentation of economic or business-related data; at least two years of the experience should relate directly to agricultural economics, commodity trade or marketing of agricultural and/or food products, is required.

3. Level 4 (Fluent) written and spoken English is required. This will be tested.

4. Expert knowledge of Australian agriculture policies governing agricultural production and trade is required.

5. Ability to prepare clear and concise written reports is required.

6. Exercises sound judgment in selecting and interpreting issues of importance to U.S. agricultural trade interests is required.

For further information and the selection criteria please refer to the duties and responsibilities statement.

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by **February 6, 2014.**

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 U.S. Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: AGRICULTURAL SPECIALIST (TRAINEE)	POSITION GRADE LE- 10 (STARTING SALARY A$93,827)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Develops and conducts sophisticated studies and analyses of host country production, trade and marketing to provide U.S. industry and Government with realistic economic appraisals and interpretations of the changing agricultural production, trade and consumption patters for assigned commodities. Develops and conducts commodity reporting programs for compilation, analysis and evaluation of economic data on production, trade, stocks, prices, consumption and other factors affecting host country market outlets for assigned commodities. Serves as the office's lead expert in formulating and guiding major research efforts on multiple commodity and policy problems and situations having a critical impact on U.S. agricultural trade with host country, particularly with regard to assigned commodities. Advises the Agricultural Counselor and U.S. producer and trade organizations on how U.S. trade objectives in host country can be best achieved. Provides overall advice and guidance to other staff members, and has in-country responsibility for coordination of important USDA programs in country, as needed. As the Senior LES position in Oceania, provides guidance to the Ag Specialist position in New Zealand, as needed.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

Agricultural Economic Reporting 50%
Conducts comprehensive economic studies and analysis of U.S. and host country production, trade, marketing and consumption of assigned commodities, as well as other products for his the Office of Agricultural Affairs is responsible, with emphasis on those factors and conditions relating to U.S. foreign trade. In undertaking this work, the incumbent is required to, among other things, guide the work of supporting analysts so that the end product is a unified report. Develops and maintains sources of information concerning production, trade, demand, and Government policies affecting a number of assigned commodity sectors, and performs accurate, original and well thought out economic analyses on these sectors; sustains a level of expertise in other aspects of Australian agriculture sufficient to permit him/her to produce analytical reports meeting any of the office's agricultural reporting needs with little advanced notice; prepares scheduled and unscheduled reports, beefing paper, memoranda and other informative materials which are analytically sufficient, consistent, and of a quality, which would be accepted as accurate and insightful by expert audiences both in Australia and the United States.

Trade Policy Analysis 30%
Analyzes the implications of host country policy changes on U.S. export programs and develops and recommends trade policies, programs, methods, ways and means of stimulating trade of the assigned commodity or commodities, including preparing written reports. Identifies and defines problems of major importance such as foreign political, social,

economic, or agricultural changes and trends which any or will affect the work outlook for the commodity and be of concern to the U.S. Government, trade groups, and farm organization. Present these and other pertinent agricultural economic problems to his/her supervisor with recommendations regarding priority of investigations. Advises Embassy management and other officials on steps that should be taken to investigate and meet these changes and problems. Serves as leader of any group chosen to undertake such investigative work.

Maintains contacts in Government and private sector organizations, and has immediate access to a variety of information sources in order to be able to quickly identify and analyze policy developments likely to affect U.S. trade interests in assigned sectors of Australian agricultural trade; conducts quick analyses of new regulations in those areas; reports on policies and policy changes in scheduled reports, voluntary reports, and other formats in a manner which makes the Australian policy environment intelligible to a non-expert U.S. audience, and which maintains a sharp focus on U.S. commercial interests and concerns.

Government Relations 15%
Makes substantial contribution to maintaining the Ag Affairs Offices' bank of information on key Government offices and officials, serves as an advisor to the Counselor on appropriate strategies for accomplishing negotiating and information collection goals in sectors and with the offices with which he/she is most involved; sets up meetings and coordinates agendas with mid to senior-level Australian officials.

USDA Program Coordination 5%
Serves as the chief office specialist in dealing with working level U.S. and Australian contacts on several important USDA programs in Australia; backstops the work of several USDA agencies in country, maintaining files and explanatory information on their programs in a useable format.

Selection Criteria

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

1. University degree in Agricultural Economics, Economics, or International Trade is required.

2. Three years of progressively responsible experience in an economic or trade-related fields, including experience in the research, analysis and written presentation of economic or business-related data; at least two years of the experience should relate directly to agricultural economics, commodity trade or marketing of agricultural and/or food products, is required.

3. Level 4 (Fluent) written and spoken English is required. This will be tested.

4. Expert knowledge of Australian agriculture policies governing agricultural production and trade is required.

5. Ability to prepare clear and concise written reports is required.

6. Exercises sound judgment in selecting and interpreting issues of importance to U.S. agricultural trade interests is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS.

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.

1. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

2. The candidate must meet Host Government eligibility requirements for the Security Program.

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

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

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

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS FEBRUARY 6, 2014

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