

Note: Applicants to the previous vacancy announcement #12/15 do not need to reapply, their applications will be considered along with this announcement.

ANNOUNCEMENT NUMBER: 12-15

POSITION: Education and Cultural Specialist

OPENING DATE: May 16, 2012

CLOSING DATE: May 30, 2012

WORK HOURS: Full-time: 40 hours per 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 Nassau, The Bahamas is seeking an individual for the position of Education and Cultural Specialist in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION

The incumbent reports directly to the Public Affairs Officer (PAO) and serves as an advisor in support of the Mission Strategic Resource Plan (MSRP). The incumbent has primary responsibility for planning, developing, and implementing the U. S. Speaker program, the International and Voluntary Visitor Exchange Program, and programs and activities focused on education and culture. The incumbent works closely with academia, NGOs, government officials, civil society, business and cultural entities, and establishes and maintains contacts with high and mid-level individuals in these institutions. The incumbent also drafts and manages grants funding in support of MSRP goals.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Rachel Poitier at 242-322-1181 x4293.

QUALIFICATIONS REQUIRED

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

1. A four (4) year degree is required.
2. Three (3) to Five (5) years of progressively responsible experience in cultural or informational media activities, public relations, university teaching, journalism or related fields is required.
3. Level IV English (speaking, writing and reading) is required. Candidates will be tested on reading comprehension and writing skills.
4. Extensive knowledge of Bahamian political, social and educational structures, institutions, political parties, cultural movements and historical development is required.

5. Incumbent must have a thorough knowledge of U. S. society, culture, education, political processes and foreign policy concerns.
6. Must have the ability to work with other embassy staff in planning, coordinating, and carrying out public diplomacy programs. Must have the ability to independently plan, organize, and carry out assigned responsibilities using contacts, technology, and creative ideas. Must be able to proactively develop and maintain contacts among a broad cross-section of society. Flexibility and excellent communication and public speaking skills, interpersonal/organizational, MS computer application skills are required. *Candidate will be tested on proficiency.

SELECTION PROCESS

When fully qualified, U.S. 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. 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 U.S. 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.
6. The candidate must be able to obtain and hold a non-sensitive clearance.

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 or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**

3. 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**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: **Rachel Poitier**
42 Queen Street
Nassau, Bahamas
Telephone: 242-322-1181 x4293
FAX: 242-328-7838
Email: NassauHR@state.gov

CLOSING DATE FOR THIS POSITION: May 30, 2012

The U.S. Mission in Nassau 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.

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 (*Yes or No*; if yes, provide explanation)

- K. If applying for position that includes driving a U.S. Government vehicle,
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