



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 12 - 078**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Commercial Specialist, FSN-10; FP-5  
(Salary approx. Tk. 96,000 per month)

**OPENING DATE:** November 14, 2012

**CLOSING DATE:** November 29, 2012 (before 4:30 p.m.)

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of **Commercial Specialist** in the U.S. Trade Center (USTC) under the Economic/Commercial Section.

**BASIC FUNCTION:** The incumbent serves the function of supporting commercial reporting and program needs in Bangladesh, a Foreign Commercial Service (FCS) Partnership Post. S/he is responsible for reporting on market situations and trade opportunities, developing specific trade leads for U.S. exporters, handling commercial disputes, planning and executing trade promotion events with minimal supervision, collecting and analyzing trade and



economic data, maintaining rapport with Bangladesh business chambers, providing commercial services to U.S. firms -- including International Company Profiles and International Search and Gold Key Services in coordination with FCS Kolkata, India -- maintaining USTC databases, and organizing meetings and logistical support for visitors.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

**A.** Conducts research, analyze data, and prepares scheduled and unscheduled reports of higher scope and difficulty, including International Company Profiles (ICPs), International Partner Searches (IPs), and trade lead reports. Assists the Economic/Commercial Officer in the formulation and implementation of post's trade promotion strategy by identifying and recommending target sectors for market development exercises and in-depth commercial reporting. Investigates potential new markets for U.S. exports by:

-- developing and maintaining appropriate working relationships with Chambers of Commerce and other business and industry associations.

-- scanning trade journals, sector studies, statistic bulletins, Central Bank reports, industry reviews, etc. to identify potential sectors.

-- promoting attendance of local industrialists and agents/distributors at U.S. trade shows and exhibits; counseling and encouraging local firms to import U.S. practices and services; briefing local businessmen traveling to the U.S. on U.S. commercial practices; and facilitating contacts with appropriate U.S. firms.

-- developing and maintaining a wide range of working relationships with Bangladesh business leaders at the Managing Director and CEO level and Government Officials at the Joint Secretary level and above to obtain data on business conditions and government policies which affect U.S. trade and investment.

**B.** Researches and prepares independent analysis of trends and likely impact of evolving government policies on patterns of trade and investment. Contributes to the annual Investment Climate Statement and other portions of the Country Commercial Guide. Conducts research and drafts unscheduled reports on areas of specific trade leads and market opportunities in selected goods and service sectors. Routinely drafts reports on market trends, business opportunities and regulatory issues as requested by the Department of Commerce and/or interested commercial



entities. Assists in export enforcement pre-license checks and post shipment verifications required to prevent illegal technology transfer.

**C.** Briefs visiting U.S. officials and business representatives by providing advice on Bangladesh regulations and marketing practices which affect U.S. trade and investment; facilitates contact between U.S. visitors, local officials and entrepreneurs by arranging meetings and conferences to promote exports of U.S. goods and services. Conducts orientation of US Foreign Service Officers and accompanies them on courtesy calls to meet with key commercial persons. Arranges site visits to important business establishments in and out of Dhaka. Helps resolve sensitive issues -- complaints and disputes -- between host country and U.S. firms by interviewing local firm representatives, using available corporate and other data, and requesting information from Washington on U.S. firms.

**D.** Plans and manages and/or actively supports trade promotion projects such as trade shows, trade missions, catalog exhibitions, single company promotions, and technical seminars, including those to advance Intellectual Property Rights protections. Drafts budgets, recruits participants, arranges logistics, designs brochures, handles advertising and promotions, and follows up on queries between local and U.S. firms. Performs market research to identify target audience for these events.

**E.** Provide Economic Officers with assistance on Environment, Science, Technology and Health issues, including on US technology transfers to local firms, promotion of US equipment, assisting with organizing activities and identifying appropriate participants, maintain professional relationships with Director level contacts at key international and national scientific and environment organizations.

**F.** Act as Economic Specialist during the incumbent's absence. Advises and trains Economic specialist in U.S. export promotion and other commercial work.

### **QUALIFICATIONS REQUIRED:**

**1. Education:** Minimum a bachelor's degree in Commerce, Trade, Economics, Business Administration or Finance is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*

**2. Language Proficiency:** Level IV (Fluent) speaking/reading English and Bangla required. English language proficiency will be tested.



**3. Prior Work Experience:** Minimum five years of progressively responsible experience in economic research, trade promotion, sales, marketing, finance or business management is required.

**4. Knowledge:** Thorough knowledge of Bangladesh's economic environment, commercial structure and business practices, including import-export procedures and investment regulations. Sound knowledge of U.S. trade promotion goals, programs, procedures, reporting requirements, and U.S. business practices and official policies as related to international trade and investment are required.

**5. Skills and Abilities:** Ability to deal with the public, to draft rapidly and clearly in English, to analyze markets, to interpret legislation and regulations, and to compile and analyze data on selected sectors. Ability to develop and maintain wide range of senior-level contacts in the host government and private sector. Ability to analyze and evaluate problems of varying degrees and difficulty; initiative, alertness, adaptability, tact and good judgment are required.

#### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, 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 EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.

- 
5. Currently employed Not Ordinarily Residents (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 on a When Actually Employed (WAE) work schedule.
  6. The candidate must be able to obtain and hold a security clearance.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, “Universal Application for Employment as a Locally Employed Staff or Family Member” (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) **A passport size photograph (taken within six months),**
- II) **A copy of Passport or Voter ID or Driver’s License, and**
- III) **A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**



**SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: HRO  
Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**All candidates** must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

**POINT OF CONTACT:**

Human Resources Assistant  
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

**DEFINITIONS:**

1. **Eligible Family Member (EFM):** An individual related to a US 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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, 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 US Citizen.

5. **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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: November 29, 2012**

**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.

Cleared by:

HRO: x

P/E: x

FMO: x

MGT: x