



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12 -085A

RE-ADVERTISEMENT

- OPEN TO:** U.S. Citizen Eligible Family Members (AEFMs) & U.S. Citizen Members of Household (MOH)-All Agencies.
- POSITION:** Temporary Retail Price Surveyor, FP-7
(Personnel Services Agreement)
- OPENING DATE:** December 30, 2012
- CLOSING DATE:** Open Until Filled
- WORK HOURS:** **When Actually Employed (WAE) Work Schedule/Week**

NOTE: Only U.S. Citizen Eligible Family Members (AEFM as defined below) or U.S. Citizen Members of Household (MOH as defined below) of U.S. Government Employees assigned to the Mission under Chief of Mission Authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM Authority does have to be officially assigned to Post.

The U.S. Embassy in Dhaka is seeking applications from U.S. Citizen Eligible Family Member (AEFM) & U.S. Citizen Members of Household (MOH) for employment in country for the position of **Temporary Retail Price Surveyor** in the Management Office of the Embassy.



BASIC FUNCTION: The incumbent must take the on-line PA462-eAllowances Retail Price Schedule Course before starting work. The course describes the process used to establish Post Cost of Living Allowances, open a retail price schedule in e-Allowances, enter data from the Retail Price Schedule (DS-2010, Parts 1-4, and DS-2021, if applicable). It also provides instruction for completing the Retail Price Schedule packet, validating survey data, and submitting the survey electronically to the Office of Allowances. The candidate must familiarize themselves with the regulations and guidelines regarding the surveys before starting the project. The accurate and timely completion of this survey is of paramount interest to the community, in that it forms the basis for determining the Mission and Consulate's Cost of Living Allowance (COLA) rate.

MAJOR DUTIES AND RESPONSIBILITIES:

- ✚ Review of the previously submitted Retail Price Survey is required in order to ascertain which outlets were visited and review past records. The Management Office (Colette Marcellin) will provide a list of outlets to be visited for this survey including background data for same.
- ✚ Contacting all local retail/hotel/restaurants to request permission to visit and collect pricing data for dozens of goods defined in the Retail Price Survey as the "basket." Data collection may involve interviewing vendors or others and/or requesting printed materials, such as menus and price lists. Interviews will be conducted via telephone, email and in person. The surveyor will be required to visit local shops, markets and other retail outlets to collect data. Accuracy in collection and organization of data is of paramount importance for the data entry process.
- ✚ Entry of collected data into the various modules and sections of the WebPass Retail Price and Hotel/Restaurant Survey. Once the data is entered, the surveyor will need to review the completed report for accuracy and prepare a draft transmittal memo for review by all agencies at post and the Management Counselor. Again, accuracy will be vitally important.

QUALIFICATIONS REQUIRED:

- 1) **Education:** High School Diploma or equivalent is required.



2) Experience: Past work experience analyzing data, data entry and report preparation is required. Any work that would include these types of skills such as accounting, bookkeeping, preparation of other retail price surveys, statistics, etc. is required.

3) Language: Level IV (Good working knowledge) in written & spoken English is required.

4) Knowledge: Knowledge of computer software including Microsoft Word, Excel and Outlook is required.

5) Skills & Abilities: Strong commercial acumen is required. Excellent written and verbal communication skills are required. Ability to analyze data is required. Ability to collate data in order to write accurate, concise reports is required. Excellent attention to detail is required. Strong organization skills are required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. 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 above required qualifications in his/her application.
4. Currently employed NORs (Not-Ordinarily Resident) 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.

TO APPLY:

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



1. Form DS-174, “Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member.” 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 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.
3. 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: HRO

Address: Embassy of the United States of America,
Madani Avenue, Baridhara, Dhaka – 1212

POINT OF CONTACT:

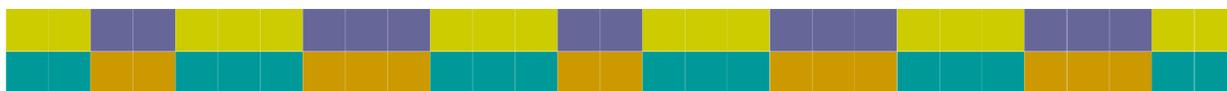
Human Resources Assistant

Telephone: 885-5500 EXT: 2217 & 2521

FAX: 9887825. E-mail: DhakaHR@state.gov

DEFINITION:

1. **Appointment Eligible Family Member (AEFM):** EFM 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
2. **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.

An 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.

CLOSING DATE FOR THIS POSITION: Open Until Filled

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 U.S. 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
FMO: x
MGT: x