



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 15 - 033

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Assistant Legal Advisor (ILA), FSN-10; FP-5
(Salary approx. Tk. 117,000 per month)
- OPENING DATE:** April 29, 2015
- CLOSING DATE:** May 13, 2015 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Dhaka is seeking applications for the position of **Assistant Legal Advisor, (ILA - Intermittent Legal Advisor)** for its Law Enforcement Section/Department of Justice (DOJ).

BASIC FUNCTION: The incumbent is the deputy to the U.S. Department of Justice (DOJ)/Overseas Prosecutorial Development and Training (OPDAT) program Intermittent Legal Advisor (ILA) for prosecutorial reform, advising ILA on legal, policy and political issues affecting the DOJ-OPDAT program, which provides assistance to the Bangladeshi government on criminal justice reform



through a program of legislative and institutional reform, as well as skills development training for prosecutors, investigators and judges. S/he manages and helps plan legislative and institutional reform initiatives; reviews, analyzes, and translates current and draft legislation; maintains contacts and meets regularly with Bangladeshi government officials; plans and organizes conferences and trainings; and manages the budget and administrative activities in this four-person office.

MAJOR DUTIES AND RESPONSIBILITIES:

- Manages a program of criminal-justice legislative reform, including reviewing and analyzing draft legislation; advising the ILA on existing and draft legislation, legal issues and procedures; coordinating with ILA and Bangladeshi officials and practitioners in planning and implementing legislative programs; writing legal memoranda and reports; planning and arranging working group conferences; arranging and participating in meetings, translating as necessary, and advising ILA on contents of meetings. Tracks international and national media coverage of relevant developments.
- Manages a training and technical assistance programs to help the government establish an effective legislative, investigative and prosecution program for anti-money laundering, terrorist financing, corruption, and trafficking in persons. Establishes and maintains communication channels with senior Bangladeshi criminal-justice officials, the relevant Ministries and Attorney General's offices, as well as officials from the public and private financial sectors.
- Manages a program of advanced legal education, training and conferences with government officials, experts and NGOs, relating to combating money laundering, terrorist financing, public corruption wildlife trafficking and human trafficking as well as reform of the criminal justice system. Collaborates with ILA in designing and developing substantive curricula, preparing training materials, tracking and evaluating program participation. Coordinates with ILA on planning and arranging conferences, reviewing training materials, arranging for interpretation and translation of documents, and meeting with visiting delegations.
- Manages and monitors the budgets upwards of US\$500,000 per year for operations and activities developed by the program as approved by the ILA, and functions as liaison with OPDAT HQ and Embassy financial office. Manages and performs general administrative and other duties as required.



QUALIFICATIONS REQUIRED:

- 1. Education:** A Bachelor's degree in Law (LLB) is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) English & Bangla speaking/reading is required. Must have an in-depth knowledge of legal vocabulary in each language. Must be able to interpret and translate from one language to the other as required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum 2 year experience as an attorney is required.
- 4. Knowledge:** Must possess an excellent understanding of the Bangladeshi legal system and criminal justice system, as well as a solid understanding of other commonwealth countries.
- 5. Skills and Abilities:** Must have the ability and maturity to interact effectively with senior government officials and the public, and to speak before groups. Must be able to evaluate the quality of performance by service provider. Must also be able to respond quickly to Front Office requests for information on fast-breaking legal developments.

SELECTION PROCESS:

It is essential that 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 (USEFMs) and U.S. Veterans will be given preference.

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.
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 and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) **A passport size photograph (taken within six months), and**
- 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.

ADDRESS YOUR APPLICATION TO:

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

SUBMIT APPLICATION TO:

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/> (Go to “About Us” and click on “Job Opportunities”)

POINT OF CONTACT:

Human Resources Assistant
Telephone #88 02 5566 2000 (between 10am to 11am Sunday through Thursday)

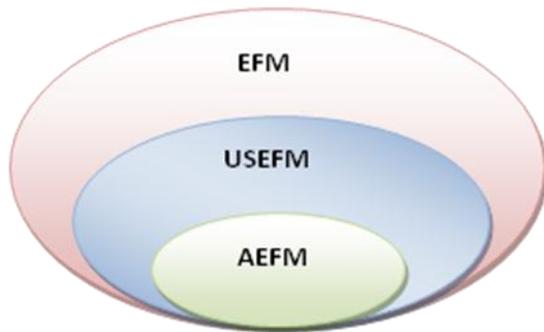
CLOSING DATE FOR THIS POSITION: May 13, 2015

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, 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, 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).

Cleared by:

HRO: x
DOJ: x
FMO: x