



**U.S. MISSION
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT NUMBER 16-033**



- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Political Specialist
- OPENING DATE:** October 27, 2016
- CLOSING DATE:** November 10 , 2016
- WORK HOURS:** Full-time, 40 hours/week
- SALARY:** Ordinarily Resident (OR): FSN-10/1 – BDS\$101,325.00(starting salary)
 Not-Ordinarily Resident (NOR): FP-05/5*– US\$58,032.00 (starting salary)
 *Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bridgetown is seeking eligible and qualified applicants for the position of Political Specialist, in the Political and Economic Affairs Section.

BASIC FUNCTION OF POSITION

Analyzes and reports on Barbados and Eastern Caribbean politics, society, economics, culture, and laws. Drafts spot reports and prepares initial drafts of congressionally-mandated reports. Cultivates extensive contacts in government and civil society up to the highest levels, to gather information and advance U.S. policy objectives.

QUALIFICATIONS REQUIRED

Applicants must address required qualifications criteria listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** University degree (College degree in political science, economics, law, history, or related field) is required.

2. **EXPERIENCE:** At least five years' experience in field requiring knowledge and analysis of current events, Barbados or Eastern Caribbean politics, economics, history, or law is required.

3. **LANGUAGE:** Fluency in English, Level IV. Exceptional professional writing capacity.

4. SKILLS AND ABILITIES: IT software - Use of specialized software/database. Word processing, database maintenance is required.

Keyboard/Data entry- Regular demand for using computer keyboard where good working speed and accuracy is important. Numerical-Regular demand for using basic arithmetic.

Knowledge of U.S. and Eastern Caribbean politics is necessary, as is the ability to interpret, analyze and report important information to U.S. colleagues.

Topics will sometimes be sensitive and require discretion and judgment. Ability to work as part of Political/Economic team.

5. JOB KNOWLEDGE: Internal - Requires a strong knowledge of U.S. foreign policy, the structure and operations of an Embassy, DOS procedures and regulations, and unique DOS skills such as cable writing. These skills can be acquired on-the-job.

External - Detailed knowledge of Barbados and Eastern Caribbean government structure and functions, and Barbados and Eastern Caribbean institutions is required.

Professional contacts within these organizations. Understanding of Barbados and Eastern Caribbean government politics and policy, the legal system and individual country constitutions as they pertain to international and U.S. law and U.S. foreign policy. Knowledge of Embassy and USG administrative and diplomatic procedure is required.

Specialized - This position requires previous specific knowledge allowing analysis of current events, Barbados and Eastern Caribbean politics and foreign policy.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://barbados.usembassy.gov/vacancies2.html> and/or by contacting the Human Resources Office, BridgetownHR@state.gov or (246) 227-4342.

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM/USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM/USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local security certification or a Non-Sensitive security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, language test scores, work and/or residency permits, CSME skills certificate).

WHERE TO APPLY:

Human Resources Office Human Resources Office, Bridgetown, Barbados-
Telephone: (246) 227-4342 or (246) 227-4014.

Mailing Address: U.S. Embassy, Wildey Business Park, Wildey, St. Michael,
Barbados BB 14006

FAX Number: 1-(246) 227-4048

E-mail Address: BridgetownHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**

- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Drafted: CRivera, HRA

Cleared: MHunte, HRS

Cleared: TOwens, RHRO

Cleared: JLimoges. POL/ECON

Approved: CHanson, MO

Political and Economic Analysis: Analyzes and reports on regional political and economic issues, as well as selected foreign policy, trade and national security issues for six of the seven islands in the Embassy's Area of Responsibility (AOR). Advises Pol/Econ Officers, the Deputy Chief of Mission and Ambassador on the importance and impact of regional events on U.S. policy interests in the region. Conducts extensive and complex research to prepare reports on economic and political developments and trends, including providing input on the annual Human Rights Report, Trafficking in Persons Report, Investment Climate Statement, World Factbook, Religious Freedom Report, and others, as directed. 50%

Relationship Management: Identifies and cultivates senior and working-level contacts in government ministries, Parliament, judiciary, and civil society organizations. Gathers information on fast-breaking news and issues of long-term interest to the United States. Advises and assists the Executive Office and Pol/Econ in making contacts among the same groups; prepares officers for their meetings by providing context and background materials. 25%

Writing and Reporting: Prepares the first draft of portions of all relevant congressionally-mandated reporting for all six islands. Drafts information memos, action memos and spot reports, as needed. 15%

Organization and Management: Organizes representation and outreach events for Pol/Econ and plans itineraries for official U.S. government visitors. Prepares briefings on the context and background of current events. Serve as a Grants Officer Representative (GOR), assisting with the management, oversight, evaluation, and accountability of Pol/Econ-administered grants. 10%

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15. Qualification Required For Effective Performance

a. Education

University degree (College degree in political science, economics, law or history.)

b. Prior Work Experience

At least five years' experience in the field requiring knowledge and analysis of current events, Barbados or Eastern Caribbean politics, economics, history, or law.

c. Post Entry Training

Applicant will take several on-line courses, including grant management, Congressionally-mandated reporting courses, basic cable writing skills, and other courses relevant to the political function. Applicant will also require on-the-job training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read)

ENGLISH FLUENT

Fluency in English, Level IV. Exceptional professional writing capacity. Word processing, database maintenance.

e. Job Knowledge

Internal - Requires a strong knowledge of U.S. foreign policy, the structure and operations of an Embassy, Department of State (DOS) procedures and regulations, and unique DOS skills such as cable writing. These skills can be acquired on-the-job.

External - Detailed knowledge of Barbados and Eastern Caribbean government structure and functions, and Barbados and Eastern Caribbean institutions.

Professional contacts within these organizations. Understanding of Barbados and Eastern Caribbean government politics and policy, the legal system and individual country constitutions as they pertain to international and U.S. law and U.S. foreign policy. Knowledge of Embassy and USG administrative and diplomatic procedure.

Specialized - This position requires previous specific knowledge allowing analysis of current events, Barbados and Eastern Caribbean politics and foreign policy.

f. Skills and Abilities

IT software - Use of specialized software/database.

Keyboard/Data entry Regular demand for using computer keyboard where good working speed and accuracy is important.

Numerical-Regular demand for using basic arithmetic.

Internal Communications - Daily communication with mid and senior level U.S. section and embassy leaders in person and via email, other written products, and telephone.

Knowledge of U.S. and Eastern Caribbean politics is necessary, as is the ability to interpret, analyze and report important information to U.S. colleagues.

Topics will sometimes be sensitive and require discretion and judgment. Ability to work as part of Political/Economic team.

External Communications - Communication is at mid and senior levels outside of Embassy and ranges from close daily contact over the phone, to meetings, and memos, letters and diplomatic notes. Issues include sensitive legal matters, issues of binational and multinational interest. Knowledge of U.S., Barbadian and Eastern Caribbean politics and interests is necessary, as is the ability to communicate these interests to Eastern Caribbean and U.S. counterparts.

Written Communication - Very strong written communication skills are required. Employee will draft memos, cables, diplomatic notes, and lengthy analytical and legislative reports. Topics will include sensitive and complex political issues, international relations and work with multilateral institutions, requiring a full command of written English and the ability to synthesize complex analysis into brief, well-organized written presentations.

16. Position Element

a. Supervision Received

Reports directly to a Political Officer; daily work may be coordinated through another Political Officer. Supervisor clears drafting projects, may approve priorities, assigns tasks and projects as necessary. However, employee must work independently and perform at a level of expertise which does not require frequent supervisory contact beyond initial training in Embassy procedures. Employee must be able to self-generate assignments, independently set deadlines and carry those out with little supervision.

b. Supervision Exercised

None.

c. Available Guidelines:

Policy and procedure in international foreign relations is highly complex and constantly evolving. To be able to perform his/her job, the employee will need to understand the policies, laws and regulations of six separate nations, as well as the even more complex internal political environments of those countries. The employee will need a high level of self-motivation and the ability to work with minimal supervision.

d. Exercise of Judgment

Uses broad judgment in determining work organization, schedule and comprehensiveness of work product. Establishes priorities, may recommend priorities and approaches to complex tasks for supervisory approval. Due to sensitive nature of work, incumbent is expected to be a subject matter expert. He/she must possess a great deal of discretion and excellent judgment to make important determinations and act upon them with minimal supervision.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

A wide spectrum of mid- and high level political, judicial, legal and social contacts are required for the incumbent to obtain information and support. Incumbent must be able to establish, develop and exploit new contacts by phone and in person across six nation area of responsibility.

g. Time Expected to Reach Full Performance Level

12 months - Employee requires on-the-job training to include familiarization with U.S. foreign policy, as well as training for political specialists as provided by FSI to learn Department of State (DOS) procedures and regulations and skills such as cable writing.