



**U.S. EMBASSY  
BRIDGETOWN, BARBADOS  
VACANCY ANNOUNCEMENT 15-023**

**DATE:** June 26, 2015

**OPEN TO:** All Interested Candidates

**POSITION:** **Cultural Affairs Assistant, PAS; FSN-08, FP-06**

**OPENING DATE:** June 25, 2015

**CLOSING DATE:** July 10, 2015

**WORK HOURS:** Full time: 40 hours/week

**SALARY**

\*Ordinarily Resident:  
Position Grade: FSN-08/1 BDS\$76,058.00 p.a. (Starting Salary)

\*Not-Ordinarily Resident:  
Position Grade: FP-06/1 US\$45,487.00 p.a. (Starting Salary)

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

The U.S. Embassy in Bridgetown is seeking an individual for the position of Cultural Affairs Assistant, Public Affairs Office (PAS).

**BASIC FUNCTION OF POSITION:**

The Cultural Affairs Assistant (CAA) serves as an assistant to the PAO and DPAO on cultural affairs programming and related issues in country. Under general guidance from both officers, s/he exercises considerable independence in planning, scheduling and administering thematic cultural programming of broad scope and complexity, designed to help achieve Mission Strategic Plan objectives and to enhance bilateral relations. The CAA must devise such programming not only in Barbados, but also across the other six island nations of the OECS served by Embassy Bridgetown. Provides overall administration and supervision of cultural programming with significant input from other LES staff members. The development of such programming requires establishment and maintenance of mid- and high-level contacts among PAS audiences as well as close collaboration with the Bureau of Educational and Cultural Affairs (ECA) and other Washington, DC bureaus. Assists in the management of the PAS grants program.

## SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Human Resources Office (Telephone number 227-4342/4331).

## QUALIFICATIONS REQUIRED

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

1. Two (2) years of college, i.e. Associate's degree in a social science or humanities is required.
2. Three (3) years progressively responsible experience in cultural activities or related fields in a government affiliated agency, educational setting, cultural entity or similar institution is required.
3. Level IV English (Fluency) Speaking/Reading/Writing is required.
4. Thorough knowledge of the host country's art, cultural, educational, social and political processes is required. Some knowledge of U.S. society and values is required. Basic knowledge of PAS programs and techniques, and how the component parts work together is required. Thorough knowledge of overall cultural programs and of specific programs assigned once competency in full range of duties are attained.
5. Excellent knowledge of the educational and cultural institutions of Barbados and the Eastern Caribbean is required. Ability to develop and maintain contacts in cultural, governmental, and educational circles is required. Ability to plan for and give logistical support to cultural events and projects is required. Ability to independently follow-up on a variety of administrative details related to projects is required. Ability to establish priorities among simultaneous demands is required. Discretion and poise to deal with social, cultural, and political leaders in the society as well as sometimes sensitive information is required. Excellent command of Windows XP, Microsoft Office (Word, Excel, PowerPoint, Outlook), Internet Explorer, Photo Shop (or similar) are required. *Skills will be tested.*

## SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 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.

### **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 (Form DS-174);
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 APPLICATIONS TO:**

[BridgetownHR@state.gov](mailto:BridgetownHR@state.gov)

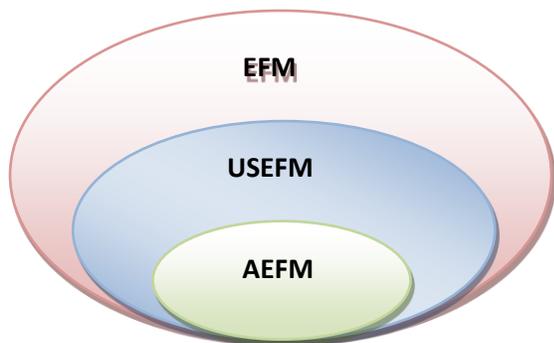
### **APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS**

**July 10, 2015**

*The US Mission in Bridgetown 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.

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 U.S. 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 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.

EFM's 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).

## **Appendix B**

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

*Drafted: MMHunte, HR*

*Cleared: YKerney, PAS*

*MHunte, HR*

*Approved: SCuthbertston, A/MO*



**1. Annual Programs with Requests for Proposals (RFPs)**

The CAA will be responsible for continuously reviewing, soliciting applications for programs and assisting applicants, and helping to design large-scale cultural programming initiatives in response to RFPs from DC Bureaus for a variety of different programs including the Ambassador's Fund for Cultural Preservation, Performing Arts Initiative, Sports United, and the Strategic Speaker Initiative and manages sustained outreach to and with the alumni of these programs.

**Speakers and Specialists**

Works with DPAO and PAO to suggest speaker programs and request and select appropriate speakers and specialists. Develops program and schedule including lectures, workshops, and appointments with officials and representational events. When feasible, identifies local co-sponsors. When there is no co-sponsor, establishes local planning committees to oversee the logistics of the program on the OECS islands. Directs the local planning committees' activities as they seek waivers for taxes and work permits, reductions on hotel, venue and transportation costs, other necessary services and the speakers' schedule. Drafts evaluation cable.

**2. Cultural Programs and Exchanges**

45%

The CAA will provide support in planning and implementation of Mission's cultural programs and exchanges in Barbados and the six nations of the OECS served by Embassy Bridgetown, with the goal of supporting post's Mission Strategic Plan (MSP). These initiatives may be developed either under the auspices of ECA Bureau established programs with rolling deadlines, or the result of program proposals received via open competition from local governmental, NGO, educational or other organizations in the seven nations served by Embassy Bridgetown. Examples of the former types of ECA initiated programs include: American Film Series, Art in Embassy, Cultural Envoy or Visitors, Museums & Community Collaborations Abroad, Rhythm Road (music), Visual Arts Initiative, and Youth Ambassadors. In order to develop such programming the CAA will be required to:

a. Initiate contact with local government officials including cultural directors and coordinators, local co-sponsors, school directors and professors, etc. to plan and coordinate and execute cultural and educational events. She/he will coordinate efforts in areas of responsibility with other PAS and Embassy program personnel to obtain services needed to facilitate presentations. In conjunction with these responsibilities she/he will:

- Draft guest lists for performances and receptions hosted by the Ambassador, DCM and/or PAO;
- Assist with organizing receptions and other representational functions;
- Coordinate production of programs, posters and other appropriate promotional materials;
- Collaborate with the press section to maximize program publicity and impact;
- Travel as necessary to support programs, and/or routinely attend evening or weekend events.

**3. General**

10%

- Perform research in response to requests for information from the Public Affairs Section, and drafts answers to such requests, including those addressed to the D/PAO, the DCM, and/or the Ambassador;
- Draft Mission Activity Tracker (MAT) entries for review/approval by MAT Administrator/DPAO.
- Assist with digital video conferences (DVCs) and official receptions. Assist with logistics and/or tasks associated with the visits of VIPs, e.g. senior State Department, legislative, or Executive branch staff;
- Draft visa referrals for Public Affairs Section contacts;
- Organize and maintain information files on cultural organizations and individuals for input into the PAS database for use by PAS staff;
- Review newspapers and other published sources for coverage of PAS-related activities and local perspectives on US foreign policy;
- Manages incoming phone, e-mail, and other inquires as well as PAS visitors, overseeing access to the PAS.

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15. Qualification Required For Effective Performance

a. Education

**Two years of college i.e. Associate's degree in a social science or humanities is required.**

b. Prior Work Experience

**Three (3) years progressively responsible experience in cultural activities or related fields in a government affiliated agency, educational setting, cultural entity or similar institution is required.**

c. Post Entry Training

**Six months of on-the-job familiarization with and guidance in the various cultural and exchange programs. Orientation to PAS programs and regulations. Orientation on U.S. Consular policies as needed to carry out assigned duties. Opportunity to undertake specialized advanced training as needed for assigned duties and/or to acquire new skill sets leading to increased responsibility and additional or reassigned duties.**

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

**Level IV English (Fluency) Speaking/Reading/Writing is required**

e. Job Knowledge

**Thorough knowledge of the host country's art, cultural, educational, social and political processes is required. Some knowledge of U.S. society and values is required. Basic knowledge of PAS programs and techniques, and how the component parts work together is required. Thorough knowledge of overall cultural programs and of specific programs assigned once competency in full range of duties are attained.**

f. Skills and Abilities

**Excellent knowledge of the educational and cultural institutions of Barbados and the Eastern Caribbean is required. Ability to develop and maintain contacts in cultural, governmental, and educational circles is required. Ability to plan for and give logistical support to cultural events and projects is required. Ability to independently follow-up on a variety of administrative details related to projects is required. Ability to establish priorities among simultaneous demands is required. Discretion and poise to deal with social, cultural, and political leaders in the society as well as sometimes sensitive information is required. Excellent command of Windows XP, Microsoft Office (Word, Excel, PowerPoint, Outlook), Internet Explorer, Photo Shop (or similar) are required.**

16. Position Element

a. Supervision Received

**This position is under the general supervision of the Deputy/Public Affairs Officer and involves the ability to take independent action on specific cultural and educational programs. Must possess the ability to identify areas for program changes or improvement based on the feedback from participants or others involved under the guidance of the D/PAO or fellow PAS LE Staff.**

b. Supervision Exercised

**None**

c. Available Guidelines:

**Direction provided by PAS officers; PAS procedures; as well as guidelines in manuals, cables and directives; LES Handbook; Embassy Management notices; and the FAM. Must keep abreast of changes in Mission policies and regulations, as well as administrative procedures such as travel and representational expenses.**

d. Exercise of Judgment

**Must be able to balance priorities among several programs taking place at the same time. Must be able to make quick programming decisions in response to last-minute changes in program events. Incumbent is frequently required to answer inquiries from callers and visitors or redirect them as necessary.**

e. Authority to Make Commitments

**With the approval of the D/PAO, makes logistical commitments for assigned programs in accordance with prescribed guidelines and budget.**

f. Nature, Level, and Purpose of Contacts

**As back up for senior LES specialists in educational exchange (Fulbright) and International Visitor (IVLP) programs, incumbent is responsible for initiating, developing, planning and implementing programs with mid-level and high-level cultural and official governmental contacts as needed to support these activities.**

g. Time Expected to Reach Full Performance Level

**Six months to one year.**