**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 12/20**

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

**POSITION:** Economic / Commercial Specialist - FSN-10

**OPENING DATE:** May 14, 2011

**CLOSING DATE:** May 28, 2011

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

**SALARY:** P275,558 p.a. (Starting salary)

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

The U.S. Embassy in Gaborone is seeking an individual for the position of Economic / Commercial Specialist.

**BASIC FUNCTION OF POSITION**

The Economic/Commercial Specialist seeks out and develops plans, opportunities, projects to facilitate and strengthen US exports to Botswana and trade relationships between Botswana and the United States. Also provides assistance to the U.S. businesses operating in Botswana or seeking to enter the Botswana market, including providing timely and detailed information on the investment climate, intelligence regarding trends and developments in particular sectors, and, where appropriate, providing meeting

support and general guidance. The incumbent also provides assistance to Botswana companies seeking to export to or do business in the United States. By undertaking original research and developing and maintaining a range of contacts at appropriate levels, the Economic/Commercial Specialist also analyzes trends and developments of interest to the US Government in Botswana's economic, policy, and commercial spheres, producing high-quality written reports and providing detailed briefings to the Economic/Commercial Officer and the Pol/Econ Section.

## QUALIFICATIONS REQUIRED

--Education: Bachelor's Degree in Business Administration, Economics, or a related field
--Prior Work Experience: 3 years experience in a Commercial/Economic/Trade related field
--Language Proficiency: English level 5 / Setswana level 5 spoken and written
--Job Knowledge: Thorough knowledge of all aspects of Botswana economy, business customs practices, marketing procedures, commercial laws and regulations, tendering procedures. Thorough knowledge of both macroeconomic and microeconomic analytical tools and knowledge of general U.S. trade environment.
--Skills and Abilities: Experience with Microsoft Word, Outlook Express or similar e-mail application, and IE or similar web browser is required. Experience with conducting research using the Internet is required. Ability to perform macroeconomic and microeconomic analysis is required.

A copy of the complete position description listing all duties and responsibilities is available in our internet site http://botswana.usembassy.gov/job_opportunities.html

## SELECTION PROCESS

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 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**

Candidates interested in applying for this position must follow the application instructions by submitting an application which contains all of the required information listed below. **Failure to do so will result in an incomplete application which will not be considered**.

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the <u>same information</u> found on the UAE (see section 6 below for more information); **plus**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. **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**.

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. Date and Place of Birth
G. Current Address, Day, Evening, and Cell phone numbers
H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
I. U.S. Social Security Number and/or Identification Number
J. Eligibility to work in the country (Yes or No)
K. Special Accommodations the Mission needs to provide
L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
M. Days available to work
N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
O. U.S. Eligible Family Member and Veterans Hiring Preference
P. Education

Q. License, Skills, Training, Membership, & Recognition
R. Language Skills
S. Work Experience
T. References

**SUBMIT APPLICATION TO:**

Human Resources Assistant
American Embassy
P.O. Box 90
Gaborone (or hand deliver)
Or email: HROGaborone@state.gov

**POINT OF CONTACT**

Name Motlalepula Mmakgonya
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**CLOSING DATE FOR THIS POSITION: May 28, 2012**

The US Mission in Gaborone 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.