



UNITED STATES EMBASSY OTTAWA, CANADA  
 P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5483 FAX: (613) 688-3055

**Location:** MONTREAL, CANADA

## **POLITICAL/ECONOMIC SPECIALIST**

**VACANCY NUMBER: 12-57**

Thursday, November 29, 2012

This Vacancy is **Open**

**OPEN TO:** All Interested Candidates

**POSITION:** Political/Economic Specialist **Grade:** FSN-10, FP-5/5\*

**OPENING DATE:** Thursday, November 29, 2012

**CLOSING DATE:** Thursday, December 13, 2012

**WORK HOURS:** Full time; 40 hours per week

**SALARY:** Ordinarily Resident - FSN-10/1, CAN \$62,213 p.a.  
 \*Not-Ordinarily Resident - FP-5/5, USD \$56,323 p.a.

**LENGTH OF HIRE:** PSA/FMA

**NOTE:** ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE CANADIAN CITIZENSHIP OR HAVE THE REQUIRED WORK AND/OR RESIDENCE PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in MONTREAL is seeking an individual for employment in CANADA for the position of Political/Economic Specialist in the Pol/Econ Section.

### **BASIC FUNCTION OF POSITION**

Serves as full-time Political and Economic Specialist at the U.S. Consulate General Montreal. Acts as advisor on political, economic, energy, ESTH and border issues to the Consul General, and to the Pol/Econ Officers and senior USG officials visiting the district including the Ambassador and the Deputy Chief of Mission. Focuses on research, analysis, reporting, advocacy, public outreach, contact development, event and visit management, and protocol duties. Advises USG officials on whom they should meet, their interlocutors views and importance and the best means of presenting USG positions. Reports directly to the Pol/Econ Chief and provides day to day supervision of Pol/Econ interns. Also supports and advises other sections of the Consulate General and officials of other agencies at post.

### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each of the six required qualifications detailed below with specific and comprehensive information supporting**

**each item.**

- 1. Education:** Completion of Bachelor's degree or equivalent in Political Science, Economics, or other related field is required.
- 2. Experience:** Minimum of five years of progressively responsible experience in political or economic field in which candidate developed a wide acquaintance with political/economic trends and familiarity with leading personalities.
- 3. Language:** Level IV (fluent) speaking/reading/writing English is required. Level IV (fluent) speaking/reading/writing French is required.
- 4. Knowledge:** Must possess expert knowledge of provincial and local politics within the district and relations between the district and the federal government; possess a strong technical understanding of key industries in the district and their impact on local/ provincial/federal policies and policymaking; an in-depth understanding of the bilateral relationship between the U.S. and Canada with a special focus on the district and how it relates to and in the overall bilateral relationship; and must be familiar with the key players, organizations, businesses, institutes, NGOs and other aspects of the society and communities in the district and how their influence affects policies both within the district and between the district and the U.S.
- 5. Skills and Abilities:** Must possess a minimum of Level I typing, proficiency with Microsoft Office Suite to include a good grasp of data manipulation, chart creation, slide creation as well as possess sophisticated written/oral communications, people skills, and strong analytical skills.
- 6. Interpersonal Skills:** Must be able to deal effectively at all levels with tact, discretion and poise.

**SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans will be given preference. Preference Candidates should clearly identify themselves in the subject line. It is also essential that candidates address the required qualifications above in the application.

Candidates for employment are normally hired at the first step of the grade of the position. However, HR Ottawa may consider previous salary history in determining a salary level above Step 1. Documentation must be provided to confirm salary rates above Step 1. For USEFMs, an SF-50 personnel action is required.

When a candidate meets all the advertised requirements of the position (e.g. education, prior work experience, language), but has no knowledge of the internal operating procedures of the section or agency, they may be hired at a Developmental Level.

**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. Temporary employees do not serve probationary period therefore they are eligible to apply for positions.
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 U.S. 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. Candidates must be able to obtain and hold a non-sensitive security clearance for this position and pass a medical examination.

7. Testing may be conducted to ensure eligibility levels for specified skills and abilities are met.

#### **TO APPLY**

All applications must include:

1. A cover letter addressing each of the six required qualifications detailed in the job announcement by identifying them and addressing how the applicant meets each of the qualifications.

2. Resumes will not be accepted. It is a requirement that all applicants fill out the DS-174 Universal Application Form which can be found on the website at <http://canada.usembassy.gov/about-us/human-resources.html>.

3. U.S. Citizen Eligible Family Members (USEFM's) and U.S. Veterans are preference candidates and should identify themselves accordingly on the application. Candidates who claim U.S. Veteran preference must include a copy of their DD-214 (Report of Separation from the Armed Forces of the United States).

4. Any other documentation (e.g. essays, certificates, educational qualifications) that addresses the qualification requirements of the position as listed above.

5. Proof of eligibility to work in Canada (i.e. copy of passport, birth certificate, permanent residency card, etc.)

**SUBMIT APPLICATION TO:** Management Office  
U.S. Consulate  
315 place D'Youville, Box 500  
19th Floor  
Montreal, Quebec H2Y 0A4

**POINT OF CONTACT:** Management Office  
Phone:None. Fax (514) 398-0973

#### **DEFINITIONS**

I. 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 below) at least 18 years of age; 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 FAM3232.2.

II. 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, step-children 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 step-parents 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 step-sisters and step-brothers, 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.

III. 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, and other relative or adult child who falls outside other Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

IV. 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 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.

V. 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 Package (LCP).

**CLOSING DATE FOR THIS POSITION: THURSDAY, DECEMBER 13, 2012**

**The U.S. Mission in Canada 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.

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