



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:** CALGARY, CANADA

**COMMERCIAL ASSISTANT**  
**VACANCY NUMBER: 14-45**

Thursday, April 17, 2014  
 This Vacancy is **Open**

**OPEN TO:** All Interested Candidates

**POSITION:** Commercial Assistant **Grade:** FSN-9; FP-5\*  
 PLEASE NOTE: The successful candidate will be hired at the Developmental Level of FSN-7; FP-7.

At the discretion of the supervisor and after the candidate gains an in-depth knowledge of the internal operating procedures; the candidate may be promoted to the next level.

**OPENING DATE:** Thursday, April 17, 2014

**CLOSING DATE:** Thursday, May 01, 2014

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

**SALARY:** Ordinarily Residents -  
 FSN-7/1, \$47,572.00 CAD per annum (Developmental Level)

\*Not-Ordinarily Residents -  
 FP-7/1, \$40,394.00 USD per annum (Developmental Level)  
 (Not-Ordinarily Residents PLEASE NOTE: This is a Personal Service Agreement (PSA) position which offers sick leave, annual leave and social security benefits.)

**LENGTH OF HIRE:** PSA or 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 CALGARY is seeking an individual for employment in CANADA for the position of Commercial Assistant in the U.S. Commercial Service.

**BASIC FUNCTION OF POSITION**

The Commercial Assistant provides a full range of Commerce Global Markets (GM) services to U.S. clients and Canadian businesses. Reports to the PCO in Calgary,

and is responsible for promoting assigned high-priority sectors on a national or regional basis. Counsels and assists U.S. firms, organizations, and officials with marketing strategies; monitors and reports on trade and investment opportunities; plans, organizes, implements and supports programs and events; researches and analyzes market trends and drafts market research reports; and serves on GM industry team(s). Maintains close working relationships with a wide range of mid- to executive- level industry, trade association and government contacts in the U.S. and Canada to gather information, find opportunities, and advocate on behalf of U.S. companies, including counseling on changes in regulations and policies benefitting or adversely affecting U.S. trade and investments. Assists Canadian firms in finding U.S. suppliers of products and services. Assumes related administrative responsibilities regarding budget, procurement, etc. related to trade events and smooth functioning of CS Calgary.

### 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:** Bachelor's Degree in Economics, Marketing, Business Administration, International Trade, Communications, or other closely related field is required.
- 2. Experience:** Minimum three years of progressively responsible experience in economic/market research, trade promotion or other closely related field is required.
- 3. Language:** Level IV (fluent) speaking, reading and writing English is required.
- 4. Knowledge:** Jobholder must have a thorough knowledge of the Commerce Global Markets goals, programs, policies, procedures and reporting requirements, as well as Mission structure, policies and activities. He/she must also have an excellent working knowledge of assigned industry sectors, export/import process, and Canada's economic issues, business customs, practices, marketing channels, laws, regulations and policies.
- 5. Skills and Abilities:** The jobholder must possess the ability to develop and maintain relationships with mid- to executive- level contacts in federal government and the private sector, be able to obtain and analyze information from a variety of sources to write clear, concise reports, be able to execute complex trade promotion events, be skilled at Microsoft Word, Powerpoint, Excel and have strong organizational, multitasking and prioritization skills.
- 6. Interpersonal Skills:** The jobholder must possess tact and efficiency when dealing with U.S. and Canadian businesses and Mission colleagues. Preference will be given to the candidate with obvious emotional intelligence over equally qualified candidate in terms of education and/or experience.

### 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 will 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

615 Macleod Trail SE, Suite 1000  
Calgary, Alberta T2G 4T8  
Email: HROCalgary@state.gov

**POINT OF CONTACT:** Management Office  
Phone: (403) 266-8962

## 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, MAY 01, 2014**

**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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