Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 12

The U.S. Embassy in Cairo is seeking an individual for the position of **Senior Commercial Specialist** in The Commercial Office.

OPEN TO: All interested candidates.

POSITION: **Senior Commercial Specialist** - LES-12(1); FP-3(2)
Senior Commercial Specialist - LES-11(1); FP-4(2)

OPENING DATE: February 12, 2015

CLOSING DATE: March 12, 2015

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

SALARY: (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-12, Step 1 is L.E. 284,994. *Training Level LES-11, step 1 is L.E 199,839.

(2) Actual FP grade and salary will be determined by the US Department of State.

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

BASIC FUNCTION OF POSITION

As a member of the senior FCS Egypt Management Team at the US Embassy in Cairo, incumbent must provide expert advice and assistance on all commercial activities and programs; all aspects of the commercial economic environment in Egypt; and all historical trends and patterns which have a bearing or impact on US exports to Egypt and North Africa and Levant (NAL) region. The functions supervised by the incumbent include, but are not limited to: a) exploitation of trade and investment opportunities; b) assistance to US firms in obtaining agency representation, licensing, joint venture and franchise arrangements; c) providing marketing information, product research and reports on the business climate and economic and foreign trade trends, for use by the American business community; d) assistance to US firms in bidding for tenders and contracts; e) protection of the US firms against discriminatory practices; f) resolution of commercial trade disputes and complaints; g) promotion of foreign buyer visits to the US; and h) support of US Department of Commerce trade fair exhibits, trade missions, and other business promotion initiative. Incumbent manages the NAL industry sector team program across the five NAL priority sectors to ensure that the Team Leaders are developing new initiative and programs. Incumbent also serves as the NAL regional Infrastructure Team Leader.

QUALIFICATIONS REQUIRED

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

1- Master's degree in Marketing, International Trade, Business Administration, Economic or Finance is required.

2- Seven years of progressively responsible experience in business consulting in the Government or Private sector business and familiarity with major projects in Egypt or North Africa / Levant, 6 to 12 month of supervisory experience is required. *In case of the absence of supervisory experience the incumbent will be placed on training level LES 11.

3- Level IV (Fluent) English and Arabic.

SELECTION PROCESS

"Mission policy prohibits pre-selection of applicants."

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) 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 U.S. Citizen EFMs who hold an FMA appointment 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 applicants for this position <u>must</u> submit the following to be considered:

1. Universal Application for Employment (UAE) DS-174 available on http://egypt.usembassy.gov/hr.html
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

SUBMIT APPLICATION TO
Human Resources Office
Attention: Lamiaa Hafez or Cindy El Deib
U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City
Email: **cairojobs@state.gov**

CLOSING DATE FOR THIS POSITION: March 12, 2015

The US Mission in Cairo 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.