



Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 72 A

The U.S. Embassy in Cairo is seeking an individual for the position of **Cultural Affairs Assistant** in the Public Affairs Section.

Vacancy announcement number (72) dated July 30, 2015, is hereby re-advertised to read the following:

Applicants who applied for Vacancy Announcement No. 72 do not need to reapply as their applications will be considered valid for this Vacancy Announcement.

OPEN TO: All interested candidates

POSITION: **Cultural Affairs Assistant**- LES-9⁽¹⁾; FP-5⁽²⁾

OPENING DATE: September 16, 2015

CLOSING DATE: September 30, 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-9, step 1 is L.E. 127,130.

(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

This employee plans, implements and evaluates cultural and educational programs and assists in the administration of grants, including – but not limited to – grants that fund performing arts events, U.S. speaker programs and cultural preservation projects. This employee conducts outreach work to identify and engage with Egyptian partners active in education, the arts, entertainment, historic preservation, sports and youth programs. This employee works under the direct supervision of the Cultural Affairs Officer.

QUALIFICATIONS REQUIRED

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

1. A university bachelor's degree in the liberal arts, education, social sciences, commerce, finances, management, engineering, sciences, humanities, journalism, mass communication or international relations is required.
2. Three years' work experience (can be concurrent) that includes elements of both of two areas. The two areas are: 1) managing grants, events or programs for a civil society organization or private company; and, 2) experience in at least one elements of planning, booking, staging or publicizing cultural and/ or artistic performances (e.g. music, theater, film, sports) in Egypt is required.
3. Level IV (fluent) written and spoken English and Arabic required.

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 must 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: September 30 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.