



VACANCY ANNOUNCEMENT 133

Date: 12/26/2012



ANNOUNCEMENT NUMBER: 133

- OPEN TO:** All interested candidates.
- POSITION:** Political Assistant; LES-8⁽¹⁾; FP-6⁽²⁾
- OPENING DATE:** December 26, 2012
- CLOSING DATE:** January 9, 2013
- 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-8, step 1 is L.E 70,744.
- (2) Actual FP grade and salary will be determined by the US Department of State.

Notes: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

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

The US Embassy in Cairo is seeking an individual for the position of Political Assistant for the Political Office.



VACANCY ANNOUNCEMENT 133

Date: 12/26/2012

BASIC FUNCTION OF POSITION

Incumbent maintains a sound grasp of developments relevant to Egyptian domestic and foreign policy and Egyptian American relations. Incumbent must provide timely reports on current developments and analytical commentaries on significant emerging trends with implications for U.S. interests. Specifically, the incumbent performs political assistant functions which entail assembling, preparing and analyzing factual and analytical reports, conducting research, monitoring the media and obtaining information from a variety of published sources (including legislative enactment and government reports) and developing and maintaining a wide network of high level contacts within the different circles (government, religious institutions, regional and international organizations, think tanks, the opposition and civil society) in the preparation of those reports and the regular updating of Biographies.

Incumbent must be able to translate the full range of materials, including highly sensitive political treaties and statements, intricate legal documents, and diplomatic notes from Arabic to English and vice-versa. These translations require a high degree of accuracy, extensive vocabulary, sharp analytical skills, and must often be prepared under considerable time pressure. The incumbent should maintain files to ensure institutionalizing information relating to his/her portfolio. Inform American officials of significant political developments during non-working hours and be prepared to respond to after-hours requests for analysis or assistance. As lead LES responsible for the sensitive issue of religious freedom incumbent is required to exercise a high degree of independent judgment and initiative. The incumbent prepares the initial draft of the annual International Religious Freedom report and contributes to the annual Human Rights report.

QUALIFICATIONS REQUIRED

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

1. University degree in Liberal Arts, Political Science, International Relations, History, International law, Journalism is required.



VACANCY ANNOUNCEMENT 133

Date: 12/26/2012

2. Two years of experience in any of the above stated fields or in social/political science research, newspaper reporting, translation and analysis of political texts/documents is required.
3. Level IV in English and Arabic is required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and US 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. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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 or the application will not be considered:

1. The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html>)
2. Candidates must provide in the application (DS-174) names of family members working in the Mission.



VACANCY ANNOUNCEMENT 133

Date: 12/26/2012

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.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Neveen Elias or Lamiaa Hafez
US Embassy, Cairo
8, Kamal El Din Salah Street, Garden City
Email: cairojobs@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently



VACANCY ANNOUNCEMENT 133

Date: 12/26/2012

assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US Citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a US Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 9, 2013

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.