VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
SAN SALVADOR

No. 14-15	**Cultural Affairs (Speaker) Assistant** **Position Vacancy**	**Date:** **03/14/14**

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs (Speaker) Assistant, FSN-9, FP-5

OPENING DATE: March 14, 2014

CLOSING DATE: March 27, 2014

WORK HOURS: Full time; 40 hours/week

SALARY: AEFM Position grade: FP-05 (to be confirmed by Washington)
Locally Employed Staff: $24,945 (Starting salary: BR + Allowances)

Due to budgetary considerations, Post cannot provide Highest Previous Rate above Step 5 of the grade of the position.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in San Salvador is seeking one individual for the Cultural Affairs Assistant position in the Public Affairs Office.

BASIC FUNCTION OF THE POSITION

Incumbent addresses Public Affairs section goals, manages social media content; manages grants to cultural and educational institutions and suggests, designs and implements U.S. speaker/specialist and artistic/performer programs. Incumbent must use initiative and draw upon contacts within the U.S. Embassy, academia, Salvadoran government agencies, private sector and non-governmental institutions.

For a complete description of the position listing all duties and responsibilities please see the following link: Cultural Affairs (Speaker) Assistant, FSN-9, FP-5

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** Bachelor's degree in Liberal Arts, Social Sciences, International Relations or Communications is required.

2. **EXPERIENCE:** Minimum of three years of progressively responsible experience in cultural activities or teaching is required.#

3. **LANGUAGE:**
   English: Level IV (Fluent knowledge) Speaking/Reading is required.
   Spanish: Level IV (Fluent knowledge) Speaking/Reading is required.
   (Applicants will be tested at the level of language proficiency required in order to be eligible to move on to the interview stage) These are not FSI levels.

4. **KNOWLEDGE:** Must have working knowledge of local educational, social, political and economic structures, institutions and personalities; must understand U.S. society, culture, education and political processes.

5. **OTHER CRITERIA:** Must be proficient in MS Office Suites.

6. **SKILLS AND ABILITIES:** Must be able to develop and maintain effective contact with U.S. speakers and specialists and good working relationships with contacts in the government, academic, NGO and cultural institutions. Must be able to develop content for social media and manage Facebook account postings, campaigns and engagement.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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 US 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.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174);
   http://eforms.a.state.gov/editdocument.aspx?documentid=2020
   or a current resume/curriculum vitae that provides the same information as an DS-0174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy San Salvador

Email: hross@state.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invitedfor an interview will be notified regarding the status of their applications.

DEFINITION

1. US Citizen Eligible Family Member (USEFM) **–** an EFM who meets the following criteria:

- US Citizen; and,
- EFM at least 18 years old; 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 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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, stepchildren 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 stepparents 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 stepsisters and stepbrothers, 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.

CLOSING DATE FOR THIS POSITION: March 27, 2014

The US Mission in San Salvador 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.

Cleared: HRO/FMO/PAO
Approved: MGT:ADEULUS