



Employment Vacancy Announcement

No	15 -13
Position	Political Specialist
Opening date	July 02, 2015
Closing date	July 17, 2015
Working Hours	Full time – 40 hours/week, Monday to Friday
Salary	<p>Full time: Not Ordinarily Resident: US\$62,796.00 p.a. (starting salary) (Position Grade: FP-04 to be confirmed by Washington)</p> <p>Ordinarily Resident: FJ\$50,536.00 p.a. (starting salary) (Position grade: LE-10)</p>
Length of Hire	Permanent Position

The U.S. Embassy, Suva is seeking an individual for the position of **Political Specialist** to be based in the Political and Economic Section.

BASIC FUNCTION OF THE POSITION

The job holder is responsible for gathering information and reporting on the political and economic situations for Embassy Suva's five accredited countries. This includes researching and drafting required reports, preparing demarches, maintaining contacts, and providing political, economic and commercial briefings both orally and in writing.

MAJOR DUTIES AND RESPONSIBILITIES

POLITICAL:

Obtains information from a variety of published and unpublished sources and prepares factual and analytical reports for all five countries. Provides detailed written and oral updates about political and economic events in all five countries. Attends legislative sessions and political party functions and observes and reports on conditions first hand. Develops and maintains an extensive range of contacts at a relatively high level in the government, political parties, higher academic institutions, judiciary, traditional chiefs and chiefly institutions and related sources. Has regular contact with off-site governments (Kiribati, Nauru, Tonga, Tuvalu) and institutions. Alerts Political/Economic chief of likely future developments, such as the outcomes of pending national elections. Contributes to biographic reporting on key personalities. Briefs or participates in briefing of visiting officials, helps arrange appointments and may accompany them to meetings with government and other officials. May provide interpreting services to American officers. May serve as a grants officers' representative for civil society programs funded by U.S. grants.

ECONOMIC:

Analyzes and reports on key economic data for five accredited countries. Meets with contacts from national and international economic institutions to seek insight on current and future economic issues. Monitors five accredited countries compliance with international economic treaties and norms and reports any trade restrictions. Promotes host government action on topics of particular concern to the U.S. government, such as intellectual property rights.

COMMERCIAL:

Promotes U.S. exports, investments and other commercial interests in the five countries and three territories covered by the Embassy by assisting U.S. and South Pacific business communities in establishing commercial links through: providing commercial assistance and information to U.S. businesspeople and the Department of Commerce; seeking out American sources of goods and services (including financial services) for South Pacific Businesses, utilizing Foreign Commercial Service, other resource organizations and the internet; developing and maintaining contacts throughout the regional business community and at all levels of the government in order to identify trade and investment opportunities; and to be knowledgeable about five countries commercial policies, regulations, tariffs and incentives, updating the internationally available Country Commercial guide and Investment Climate Profile; organizing and conducting commercial outreach visits and promotional activities including trade and catalog shows and exhibitions.

Required Qualifications:

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

1. Bachelor's degree in Political Science, International Relations, or a closely related field is required. Master's degree or higher is strongly preferred.
2. Seven years of progressively greater responsibility in political science research and analysis, political and economic reporting, or a closely related job.
3. Level 4 Fluent in English language (speaking, reading, and writing); Level 3 Good working knowledge in Fijian or Hindi language (speaking and reading), and Level 3 Good working knowledge (speaking) in the other language.
4. A thorough knowledge of Fiji's political, economic, and social structures, historical development, and key leaders. Familiarity with Embassy's other accredited countries' political, economic and commercial affairs, and regional political structures. A sound grasp of U.S. foreign policy in the Pacific. Familiarity with a wide range of foreign policy issues.
5. Ability to plan, organize, and execute research projects and to prepare well-written, accurate analytical reports. Ability to develop and maintain an extensive range of low, mid, and high-level contacts, and to sensitively solicit information. Ability to assemble, manipulate, analyze and interpret economic and descriptive data from various sources, including the Internet.

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

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- 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.
- 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.
- 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.
- The candidate must be able to obtain and hold a Security Clearance.

To apply

Interested applicants for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) which is available via Embassy web site or e-form; or
2. A combination of both; i.e. Sections 1 - 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); plus
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he **must** provide the following information equal to what is found on the UAE. Failure to do so will result in an incomplete application.

- Position Title
- Position Grade
- Vacancy Announcement Number (if known)
- Dates Available for Work
- First, Middle, & Last Names as well as any other names used
- Current Address, Day, Evening, and Cell phone numbers
- U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- U.S. Social Security Number and/or Identification Number
- Eligibility to work in the country (Yes or No)
- Special Accommodations the Mission needs to provide
- If applying for position that includes driving a U.S. Government vehicle, Driver's License Class /Type
- Days available to work
- List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- U.S. Eligible Family Member and Veterans Hiring Preference
- Education
- License, Skills, Training, Membership, & Recognition
- Language Skills
- Work Experience
- References

Submit application to

- Address

Human Resources Office
Embassy of the United States of America
158 Princes Road, Tamavua
Suva, Fiji

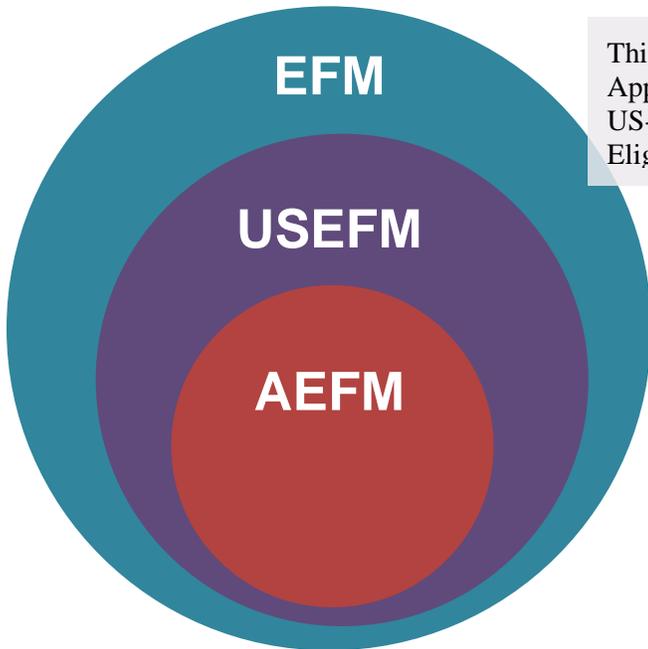
Attention: Leilani Oakley

Or

- Email

HROSuva@state.gov

DEFINITIONS



This Diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

- **Eligible Family Member (EFM):**
An individual related to a US 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, 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.

- **US Citizen Eligible Family Member (USEFM):**
For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) 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:
 - a) 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

b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

- Appointment Eligible Family Member (AEFM):

EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

- 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, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

- 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 and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

- Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Closing Date for this position: July 17, 2015

The US Mission in Fiji 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 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.