



## Employment Vacancy Announcement

<b>No</b>	16-11
<b>Position</b>	Regional Cultural Affairs Specialist
<b>Opening date</b>	September 26, 2016
<b>Closing date</b>	October 14, 2016
<b>Working Hours</b>	Full time – 40 hours/week, Monday to Friday
<b>Salary</b>	<p><b>Full time:</b>          Ordinarily Resident (OR): LE-10 FJ\$58,119 (Starting salary)</p> <p>Not-Ordinarily Resident (NOR): FP-04* US\$63,632 (Starting salary)          *Final grade/step for NORs will be determined by Washington.</p>

The U.S. Mission in Suva is seeking eligible and qualified applicants for the position of a Regional Cultural Affairs Specialist.

### **BASIC FUNCTION OF THE POSITION**

Under the general supervision of the Public Affairs Officer, is responsible for planning and implementing a variety of cultural, educational, speaker and other public diplomacy (PD) programs in Fiji, Kiribati, Nauru, Tonga and Tuvalu as well as managing PD grants. The incumbent is the principal Locally Employed Staff (LE Staff) contact for these programs and LE Staff advisor to the Ambassador and Deputy Chief of Mission on PD programs and activities.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Cultural Affairs Events and Programs

Plans and implements major, MSP-based programs, such as speakers programs, seminars, and roundtable discussions. Identifies potential U.S. Speakers and recommends program institutions for them; also works with senior contacts at Pacific Island Country (PIC) institutions to identify potential speakers; plans and implements programs for them with major PIC-based national institutions, universities, and other flagship organizations. In doing so, establishes and maintains contacts at the highest levels of such institutions, such as senior university

administrators, directors of target institutions, heads of NGOs etc. Researches, organizes and coordinates and produces support materials for programs. Generates results reporting on Speaker and Exchange programs.

Manages the Embassies' exchange programs, including International Visitors, Fulbright, educational exchange, and others. Participates as Embassy representative in annual Fulbright Selection Panel. Identifies and establishes or maintains contact with potential grantees, prepares nominations for the Mission(s) International (IV) and Voluntary Visitors (VV) Programs; assists grantees in preparation of program suggestions and itineraries; coordinates administrative selection activities. Identifies Voluntary Visitor opportunities and generates the required applications. Advises on individual programs after candidates have been selected and facilitates contacts and programming. Conducts pre-departure briefings and debrief sessions with participants and facilitates the visa process.

Manages the Embassies' cultural program through developing and maintaining contact with the highest-level members of the cultural leadership of the PICs. Manages U.S. sponsored cultural programs and events. Recommends, plans and carries out activities and functions in relation to visits of U.S. performers, sports groups, and other cultural visitors. Liaises with the Embassy and with local institutions, identifies appropriate guests and plays a key role in arrangements for functions related to their visits.

Identifies opportunities, suggests speakers and themes for video and telephone conferences, coordinates the program and its representational aspects.

As Educational Advising manager, organizes meetings and guest speakers, purchases new materials, and is responsible for management and oversight of the service's funds recycling program. Promotes the service with private sector partners and maintains the service's outreach program by establishing and/or maintaining contacts at target educational institutions.

Develops and coordinates outreach speaking opportunities for Embassy officers as part of an active effort to reach a younger and broader audience, including Muslim audiences and key minorities

Oversees the Public Affairs Assistant to ensure that the Grants Register and other USG cultural funding program records are up to date; assists grantees with applications and processing requirements; maintains grants register of applications and lists with the embassy for disbursement; and drafts correspondence and reports related to posts cultural funding activities.

### **Outreach**

Develops and maintains close relations with all organizations and institutions that are engaged in, interested in or could facilitate USG cultural affairs programming.

Develops programming for target audiences, including speaker and electronic programs such as on-line chat and videoconferences; distributes related pamphlets and curriculum materials; develops and maintains a database of participating organizations and schools; and contributes names of new contacts to post's Distribution and Records System (DRS) for inclusion in programs and representational events.

Manages post's DRS database of key personalities in the areas related to work programs with academia, government officials, security/defense, culture, business, labor, NGO's and societies within post's consular district.

Produces guest lists for Post's Cultural Affairs events and provides relevant contacts to Protocol and others.

Contributes to the Mission's Contact Database.

Assists other sections with PD-related events, protocol activities and VIP visits as directed.

### **Administration**

Provides administrative support for Public Diplomacy programs, which includes: making transport and hotel bookings for official visitors, OPA staff, and IV grantees; organizing venues for offsite programs; organizing catering and set-up for OPA programs; and coordinating invitations and RSVPs.

Researches and procures specialized services (e.g. photographers and other outside contractors) for Public Diplomacy programs.

Reviews incoming PD-related cable traffic and correspondence related to Cultural and Public Diplomacy programs for initial distribution; develops and implements a record management system for OPA records, maintains individual activity files and the office central filing system; maintains chronological files of all incoming/outgoing correspondence; and keeps the official paper flow moving in the office.

Provides general information about PIC US Embassy programs to inquirers and responds to letters from the general public regarding Public Diplomacy activities. Drafts replies to standard inquiries from schools and the public, providing materials such as pamphlets and articles to correspondents as required.

Prepares representation vouchers for Cultural Affairs events.

Serves as backup to the Information and Media Affairs Specialist.

### **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

1. Education: A University Degree in the Liberal Arts, Political Science, Social Sciences or related fields.
2. Experience: Five years of progressively responsible experience in the library field, preferably reference work, university teaching or related fields.
3. Language Proficiency: Must have excellent command of spoken and written English. Level IV - Fluent.
4. Skills and Abilities:  
Must have the ability to work at the same time on a wide range of complex and demanding projects; conceive, develop and implement program ideas and projects to advance mission objectives; develop and maintain contact with high-level audience members in educational, governmental, professional and cultural circles; perform research on a great variety of reference subjects, using on-line databases; draft polished reports, proposals and correspondence and speeches. Must have sound intellectual, professional and political judgment. Must have advanced computer skills and be fully familiar with standard work processing, managing databases and have the ability to operate equipment such as the digital videoconference system. Must possess good organizational skills and have the ability to prioritize work independently, analyze and synthesize information to produce reports, work under pressure and deal with multiple projects simultaneously. Must possess excellent customer service skills when dealing with a wide range of Embassy contacts and the motivation and initiative to seek out institutional and other target audiences. Must have a valid Fiji driving license.

### **SELECTION PROCESS:**

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

### **HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

### **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security clearance certificate.

### **HOW TO APPLY:**

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. CV, transcripts, degrees, work references etc.)

### **IMPORTANT:**

Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

### **WHERE TO APPLY:**

Human Resources Office: Leilani Oakley  
Mailing Address: P O Box 218, Suva

E-mail Address: [hrosuva@state.gov](mailto:hrosuva@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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.

## **Appendix A - DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; or
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets all of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.