



Embassy of the United States of America

Guatemala City, Guatemala

August 21, 2013

**VACANCY ANNOUNCEMENT
13-022**

OPEN TO: All Interested Candidates

POSITION: Senior Commercial Specialist/Head of Commercial Section
FSN-12 / FP-3

OPENING DATE: August 21, 2013

CLOSING DATE: Open until filled

WORK HOURS: Full-time (40 hours per week)

SALARY: *Ordinarily Resident (OR): Position Grade FSN-12
Q 354,093 p.a.

*Not-Ordinarily Resident (NOR): Position Grade: FP-3
\$ 76,219 p.a.

NOTE: ALL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. PLEASE REFER TO THE DEFINITIONS SECTION AT THE END OF THIS ANNOUNCEMENT.

APPLICANTS WHO APPLIED UNDER VACANCY NUMBER 13-010 WILL BE CONSIDERED FOR THIS ANNOUNCEMENT. PLEASE DO NOT RESEND YOUR APPLICATION PACKET.

The U.S. Embassy in Guatemala is seeking an individual for the position of **Senior Commercial Specialist/Head of Section** at the Foreign Commercial Service.

BASIC FUNCTION OF THE POSITION:

The Incumbent directs a wide range of commercial programs, consistent with U.S. Commercial Service (CS) requirements in the Central America region. He/she serves as the principal adviser to the Ambassador and the Deputy Chief of Mission (DCM), and the Regional Senior Commercial Officer (RSCO), on commercial and U.S. Department of Commerce (USDOC) matters in Guatemala. The functions supervised by the incumbent include, but are not limited to: (a) Exploitation of trade and investment opportunities; (b) Assistance to U.S. firms in market entry and expansion; (c) Submission of market research and reports on business climate and economic and foreign trade trends; (d) Protection of U.S. firms against discriminatory practices; (e) Promotion of foreign buyers visits to the U.S.; and (f) Supervision of 4 LE Staff and interns. The RSCO, who is currently resident in El Salvador, is the incumbent's rating officer.

A copy of the complete position description, which lists other duties, responsibilities and qualifications which will also be considered during the hiring/interview process is available in the Human Resources Office. Tels: 2326-4335, 2326-4319, 2326-4578.

QUALIFICATIONS REQUIRED:

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

1. A Master's Degree in Marketing, Economics, Business Administration, International Trade or International Affairs is required.
2. Six years of progressively increasing responsibilities related to international trade in governmental or private sector is required. Two years of managerial experience is required, given that this position involves exceptional management and supervisory responsibilities.
3. Level IV (Fluent) speaking/reading English is required. Level III (good working knowledge) speaking/reading (Spanish) is required. Candidates will take proficiency tests.
4. Incumbent must have commensurate experience and qualifications, including: proven managerial abilities; experience in the formulation and implementation of commercial policy decisions; experience in discussions and negotiations with foreign governments; and experience in commercial assignments encompassing commercial reporting and trade promotion responsibilities.
5. The incumbent must also be capable of engaging in numerous representational activities and effectively explaining and promoting commercial policies and objectives to business and other audiences throughout the host country. The incumbent must also have the ability to develop and maintain a broad range of senior-level contacts in government and the private sector; to communicate clearly developments, challenges, and opportunities in a wide range of commercial sectors; and to communicate effectively how to do business in Guatemala.
6. Develops and maintains close and frequent high-level consultative contacts with senior officials throughout the host country government, so that effective representations can be made on a wide range of commercial issues and/or activities. Makes representations and engages in negotiations with senior host country representatives on a wide range of bilateral or multilateral trade, investment, and related issues, and coordinates discussions and negotiations by U.S. Government (USG) teams visiting the country.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. 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 U.S. 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.

1. **Eligible Family Member (EFM):** An individual related to a U.S. 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.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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:
 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.

3. **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

4. **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.

A 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 U.S. Citizen.

5. **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 U.S. Social Security Number (SSN).

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

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

Appendix B

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.

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