Vacancy Announcement

ANNOUNCEMENT NUMBER: 13/11

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OPEN TO: All Interested Candidates

POSITION: Political/Protocol Specialist
Foreign Service National Pay Scale: **FSN -09*; FSN-10***
Foreign Service Pay Scale: FP-05/Step 1 through 4*; FP-05/Step 5 through 14*

OPENING DATE: August 02, 2013

CLOSING DATE: August 15, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: Not-Ordinarily Resident (NOR):
US$50,043.00 p.a. (Starting Salary) (Position Grade FP-05/Step 1 through 4)*
US$56,323.00 p.a. (Starting Salary) (Position Grade FP-05/Step 5 through 14)*

Ordinarily Resident (OR):
G$4,017,836.00 p.a. (Starting Salary) (Position Grade FSN-9)*
G$4,450,658.00 p.a. (Starting Salary) (Position Grade FSN-10)*

***All qualifications criteria must be met. Actual grade and salary will be based on the experience of the applicant.**

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

The United States Embassy in Georgetown is seeking an individual for the position of Political/Protocol Specialist in the Political/Economic Section.

BASIC FUNCTION OF POSITION:

The incumbent will be assigned to the Political/Economic Section and reports directly to the Political/Economic Section Chief and, through the Chief, to the Deputy Chief of Mission. The incumbent supports the activities of the Political/Economic Section, providing analysis of political, legislative, social, and governmental issues and developments; develops and maintains biographic files; and serves as Embassy's Protocol Assistant to the Ambassador and Mission as a whole. As Protocol Assistant, the position directly supports all official representational activities and events hosted by the Ambassador and Deputy Chief of Mission,

and coordinates and provides guidance for their participation in official diplomatic ceremonies and events with the Government of Guyana, CARICOM, and other diplomatic missions.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, telephone 225-4900, extension 4249.

QUALIFICATIONS REQUIRED:

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

1. Undergraduate University Degree in Political Science, International Relations, History, Sociology, International Law, Communications, Journalism or related subject is required.

2. (a) **FSN-10; FP-5 Step 5 - 14**: A minimum of four years of progressively responsible experience in social science research and analysis, journalism/newspaper reporting of political matters, government or NGO management, university teaching, or protocol or political analysis experience with a diplomatic mission or international organization is required.

   (b) **FSN-09; FP-5 Step 1 - 4:** A minimum of three years of progressively responsible experience in social science research and analysis, journalism/newspaper reporting of political matters, government or NGO management, university teaching or protocol or political analysis experience with a diplomatic mission or international organization is required.

3. Level IV (Fluent) English, in reading writing and speaking, is required. **(English test will be administered)**

4. A thorough knowledge of Guyanese political economic and social structures, institutions, political parties, historical development, and key political figures is required.

5. Must be able to develop and maintain a range of high-level and working-level contacts. Must be able to plan, organize, and execute research projects and prepare precise and accurate factual and analytical reports.

6. Must have a broad range of knowledge of leading personalities in government, business, non-governmental organizations, media, academia, and civil society.

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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or you may request the form via e-mail at HROGeorgetownH@state.gov .or you may obtain it directly from the Human Resources office or from the Embassy's VIP guard booth on Duke Street; or

2. A current resume or curriculum vitae that provides the **same information** found on the UAE (see Appendix B); or

3. A combination of both; i.e. Sections 1 -24 of the DS-174 along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. 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, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Human Resources Office
(Political/Protocol Specialist)
American Embassy
Georgetown

POINT OF CONTACT:

Human Resources Office
Telephone: (592) 225-4900 ext. 4249
FAX: (592) 225-0230

CLOSING DATE FOR THIS POSITION: August 15, 2013

The US Mission in Guyana 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.

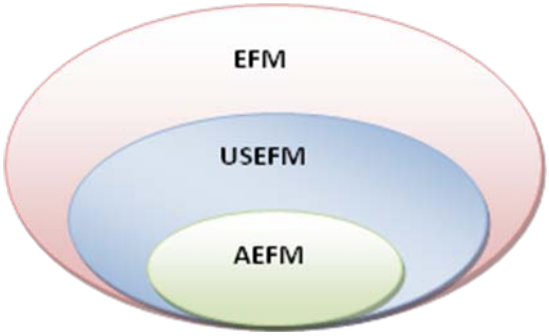
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared By: RHRO:WGooding

Cleared By: POL: MRFraser

Approved By: A/MGT:FESauer

Appendix A
DEFINITIONS



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

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government (USG) 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 Chief of Mission (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 COM 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.

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. An 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 Local Compensation Plan (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 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.

<u>Failure to do so will result in an incomplete application</u>.

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