



AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-10-24

The U.S. Consulate in Hyderabad is seeking individuals for the position of **Political/Economic Specialist** in the Political/Economic Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All interested candidates.

POSITION: Political/Economic Specialist; FSN-1605-10 HYA-100001, (Personal Services Agreement)

OPENING DATE: October 1, 2010

CLOSING DATE: October 15, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident: Grade: FP-5

Ordinarily Resident: Grade: FSN-10*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

BASIC FUNCTION OF POSITION

- The incumbent provides advisory, research and reporting support to the Economic/Political section and the Consul General.

- The incumbent establishes and maintains contacts with mid and senior level leaders in the State Government, politics, businesses and other spheres of public life.
- The position requires monitoring, analyzing and reporting political, economic and other significant events and trends of regional and national importance within the consular district.
- Under the supervision of the Economic/Political officer, the incumbent plans and coordinates travel schedules for senior state department officials visiting the consular district.
- During and post visit, the incumbent prepares memoranda of conversations, and biographic sketches as appropriate.

QUALIFICATIONS REQUIRED

1. **Education:** Master's degree in any of the subject is required- Political Science, Economics, History, International Relations, Public Administrations, Journalism, Rhetoric and Mass Media Communication, Business, Management and Human and Community/Social Relations.
2. **Experience:** A minimum of five years of progressive experience as a researcher, professor, instructor, journalist, teacher, analyst, consultant, representative with GOI organization, an international organization, NGO, or business firm is required.
3. Level IV or above in written and spoken English and Telugu (needs to be able to monitor television, read local papers and speak to individuals in rural areas)
4. **Knowledge:** Wide-ranging acquaintance with and knowledge of consular district's senior government officials, political, economic and social leaders and opinion makers.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate 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. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

1. **Application for Employment**, form available on website <http://hyderabad.usconsulate.gov/jobopportunities.html>
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301
or
E-mail: Hyderabadvacancies@State.gov

Please insert "**HYD-10-24**" (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. **EFM**: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. **Member of Household (MOH)**: Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

All applications for the Subject announcement must be received in the Human Resources Office by close of business October 15, 2010.

Approved by: MGT - DMcCullough
Drafted by: HR-VSaradhi

AN EQUAL OPPORTUNITY EMPLOYER