



AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-15-02

OPEN TO: All interested candidates

POSITION: Cultural Affairs Assistant, FSN-6005-09, HYA-710006, Personal Services Agreement)

OPENING DATE: March 17, 2015

CLOSING DATE: March 31, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-05
Ordinarily Resident (OR) - Grade: FSN-9*
*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in Hyderabad is seeking an individual for the position of **Cultural Affairs Assistant** in the Public Affairs Section.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, 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.

BASIC FUNCTION OF POSITION

- Under the supervision of the Cultural Affairs Specialist (CAS) and Public Affairs Section leadership, the Cultural Affairs Assistant (CAA) helps plan, develop and execute public outreach programs in Hyderabad and throughout the states of Telangana, Andhra Pradesh, and Odisha, in order to promote and contextualize U.S. policy priorities. S/he is required to assess, advice, and operate in a dynamic economic, cultural, and political environment at the local and state level, and interact with diverse populations. S/he serves as the primary backup to the CAA.
- The CAA assists the Cultural Affairs Unit in proposing, developing and implementing programs that advance Mission Strategic Goals. S/he has primary responsibility for designing and implementing public outreach programs and campaigns in support of the policy priorities and official representational duties of the Consul General, U.S. Ambassador, and other visiting U.S. Government officials, as directed by the CAS, Hyderabad Public Affairs Section leadership, or U.S. Embassy New Delhi. Other programmatic responsibilities include preparing Hyderabad candidates for competition for Washington-funded Educational and Cultural Affairs projects. To do so, s/he liaises with Delhi on upcoming deadlines, identifying, assessing, and supporting potential partners' applications for relevant projects, and ensuring timely submission.
- S/he conducts programming in the fields of primary and secondary education, university/tertiary education, arts and culture, business, science, technology, engineering and mathematics (STEM), environmental issues, youth, good governance, women's issues, media/social media and foreign policy. Such programs include, but are not limited to, arranging the schedules of visiting experts and speakers, cultural displays and performances, and competed small or large grants. S/he performs associated duties that include, but are not limited to working with the Public Affairs Administrative Assistant to ensure visibility and accuracy of program schedules, hotel bookings, venue hiring and other logistics required for program implementation that meets the expectations of Public Affairs Section leadership.
- The Cultural Affairs Assistant (CAA) is responsible for working with the Administrative Assistant to coordinate the Public Affairs Section's grant execution process. In close consultation with PAS Grant Officer Representatives, the incumbent drafts or clears, posts, and monitors responses to Requests for Proposals (RFPs) for public diplomacy grants/cooperative agreements. S/he also identifies and ensures PAS awareness of potential grantees for public diplomacy programs and convenes Technical Evaluation Panels to facilitate selection of the most appropriate candidates for post-funded grants/cooperative agreements. S/he provides post's various Grant Officer Representatives with user-friendly guidance for navigation and appropriate Federal regulations and Department requirements related to grants and cooperative agreements. S/he reviews and ensures the accuracy of financial disbursement records and other grant support documents as submitted to him/her by PAS Hyderabad Grant Officer Representatives, and conveys them to the PAS Administrative Assistant and leadership for forwarding to the Grant Manager in New Delhi.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

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

- a. **Education:** Three years University degree in political science, economics, history, public relations, public administration, journalism, or education is required.
- b. **Prior work experience:** Three years of progressively responsible experience working in the NGO sector, development, teaching, academic or research institutions, public relations, or two years of experience in an embassy or a similar organization, or private sector associations engaged in similar work. Experience with preparing and financial reports and developing and maintaining financial records.
- c. **Language Proficiency:** Fluency (Level IV) in written, reading and spoken English, Fluency (Level III) in reading and spoken Telugu or Urdu or Odia required. **Language skill levels will be tested.** Applicant should be able to accurately translate English language information into Telugu or Urdu for posting on the Consulate's social media platforms as needed.
- d. **Job Knowledge:** The incumbent should have general knowledge of socio-economic-political, development, cultural, environmental in India and in Hyderabad's consular district. S/he should have general knowledge of U.S. society, history, political, and economic institutions. S/he should have general knowledge of local and state officials and non-governmental organizations/institutions active in educational, economic, administrative, social, and strategic issues.
- e. **Skills & Abilities:** The incumbent must have the intellectual ability and interpersonal skills to initiate and maintain contact with state and local government officials, political, business, management, academic, strategic, social, and cultural leaders. Must be creative and well-organized, with ability to multi-task; conceptualize, initiate, and follow-through on complex program activities. Must juggle competing needs and deadlines and decide how to meet deadlines, including requesting help when needed. Excellent written and oral English, comparable skills in at least one of the three languages in section 15 (d) of this document, communication, and interpersonal skills.

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.
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 applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website <http://hyderabad.usconsulate.gov/jobopportunities.html> **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**
3. 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; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 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) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.

or

FAX: 4033-8301

or

E-mail: Hyderabadvacancies@State.gov

Please insert 15-02 (Vacancy Announcement Number) in the Subject of the E-mail Hyderabadvacancies@State.gov. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

DEFINITIONS

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).

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
- 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

CLOSING DATE FOR THIS POSITION: (March 31, 2015)

The U.S. Mission in Hyderabad 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.

Clearance: PAO: A Wells
Approved: MO: L Moeller
Drafted: HR: S Thuniki