



**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 13-059**

**OPEN TO:** All Interested Candidates

**POSITION:** Cultural Affairs Assistant, FSN-6005-09, DLA-710016  
(Personal Service Agreement)

**OPENING DATE:** October 28, 2013

**CLOSING DATE:** November 08, 2013  
**(Applications must be received no later than Close of Business 17:00 Hrs.)**

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) - Grade: FP-5 (steps 1 through 4)\*  
Ordinarily Resident (OR) - Grade: FSN-09\*  
\*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. Embassy in New Delhi is seeking an individual for the position of Cultural Affairs Assistant in the Public Affairs Office.

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 Assistant Cultural Affairs Officer (ACAO), and in consultation with the Bureau of Educational and Cultural Affairs' (ECA) Alumni Affairs Division in Washington, the incumbent Cultural Affairs Assistant for Alumni Outreach and Programs leads Embassy engagement of U.S. government-sponsored exchange program alumni. The incumbent coordinates between the Mission Alumni team at the four U.S. Consulates and ECA.

Performs duties, though not limited to the following:

- Maintain and enhance relations with the alumni of all United States Government (USG) - funded or administered exchange programs.
- Design and implement a comprehensive strategic plan for alumni outreach and activities, in close cooperation with the Embassy's public diplomacy leadership and the Alumni Affairs Division in Washington.
- Plan, develop, and execute alumni engagement events and programming to further U.S. policy in India, including but not limited to receptions, conference, seminars, workshops and other meetings.
- Build an India-wide network of USG alumni, with the assistance of the four alumni coordinators at the U.S. Consulates.
- Assist in the formation, development, and sustainability of alumni associations and inter-association cooperation and networking.
- Continuously update and manage alumni contact and event information in Department of State, ECA and/or Mission electronic record keeping applications, including Contact Management Database, Mission Activity Tracker (MAT), and the Bureau of Educational and Cultural Affairs Alumni Archive.
- Promote use of and membership in the International Exchange Alumni Website, and devising creative ways to market the website and its various features.
- Oversee the various alumni grants awarded to Indian alumni by ECA.
- Pursue funding from the State Department and/or private sector entities for alumni engagement and partnerships.
- Publicize grant opportunities, share grant opportunities with Consulates, solicit proposals, coordinate with the Office of Alumni Affairs to award grants, and oversee all grant projects awarded to Indian alumni.
- Liaise with the public affairs finance unit to draft grant requests, requests for proposals, finalize grant agreements, ensure end-of-grant reporting, and the timely disbursement of grant payments.
- Serve as primary backup to the Country Exchanges Advisor.
- Determine goals, articulate objectives, and design and execute exchange programs addressing a range of key broad-based and region-specific USG issues.
- Coordinate the countrywide identification, selection, and nomination of candidates for a range of exchange program supported financially and/or programmatically by the U.S. Government.
- Establish and maintain close contact at the highest levels in the host country political circles, government, academia, think tanks, national industry associations, non-governmental and community groups and cultural organizations.
- All the above responsibilities for alumni of Bhutan and the Tibetan government-in-exile exchange programs.

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.

1. University degree in either of these disciplines: Social Sciences, Liberal Arts, Business, Education or International Relations. (Please provide proof of educational qualifications).
2. Two years of progressively responsible experience in a) a Corporation, or b) a Diplomatic Mission, or c) a University, or d) an Institute, or e) a NGO, or e) a comparable Institution in programming activities and developing alumni, or f) a customer loyalty.
3. Levels IV (Fluency) in English and in Hindi is required (Speaking/ Reading/ Writing). **(When applying for the position, please indicate your level of proficiency for these languages).**
4. Familiar with use personal computer applications such as MS-Word, MS-Excel, MS-Outlook etc.

### **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. Please note: Must answer all the questions in DS-174 application form.

[http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) **and**

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. Embassy  
Human Resources Office  
Attention: S/HRO  
Shantipath, Chanakyapuri  
New Delhi 110 021

**or**

FAX: 2419-8056

**or**

E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

## **POINT OF CONTACT**

Telephone: 24198227/8369/8908

Please insert **13-059** (Vacancy Announcement Number) in the Subject of the E-mail [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@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.

EFGs 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).

**Please Note: All applicants must complete and submit DS-174 form and provide curriculum vitae along with documentation supporting educational qualifications.**

**CLOSING DATE FOR THIS POSITION: (November 08, 2013 COB 17:00 Hrs)**

The U.S. Mission in New Delhi 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.