AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 15-068

OPEN TO: All Interested Candidates

POSITION: Scientific Affairs Specialist, FSN-1705-11, ITC/DLA-001
(Personal Service Agreement)

OPENING DATE: September 21, 2015

CLOSING DATE: October 6, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-04
Ordinarily Resident (OR) - Grade: FSN-11*
*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

ALL NOT ORDINARILY RESIDENT (NOR) APPLICANTS (See Definitions) MUST ATTACH THE REQUIRED WORK PERMIT-VISA, RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (Applications that do not provide the required documentation will not be considered)

The U.S. Embassy in New Delhi is seeking an individual for the position of Scientific Affairs Specialist in the International Technology Center (ITC) Office of US Embassy.

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

The incumbent will serve as a senior scientific advisor for ITC. His job duties would include of broad range of information gathering and analysis of substantial scientific research and various subjects of advanced difficulty and complexity. The incumbent will practice his/her expert knowledge in micro-electronics and electronics, materials science, chemistry, communicating engineering, mechanical engineering and other related scientific fields when conducting

research and information gathering to determine/verify/evaluate information that will be beneficial/essential for the organization.

The incumbent is also responsible for the following duties:

- Responsible for collecting and evaluating information from varied sources such as newspapers, specialized newsletters, conference proceedings, the internet, researchers, etc., on the respective topics and translates the information that is beneficial for US Army Researchers and Engineers.
- Prepare reports on scientific research, innovative technology and technology trends within India.
- Act as a principal scientific liaison between the US Army S&T Enterprise and Indian researchers in diverse matters relating to materials science, chemistry, physics, and engineering.
- Prepare and publish reports and newsletters periodically on the scientific and engineering areas that are being studied by the organization matters.
- Responsible for providing technical guidance and advisory support to the unit in networking with research institutions in India industry, government and academia. The incumbent will work as the organization's subject matter expert on tracking premiere researchers and research within India.
- Establish and maintain contacts with Indian industries, government offices and academia conducting research in the areas of interest to the US Army.
- Arrange and participate in visits for US Scientists and distinguished visitors to Indian research institutions and academia.
- Responsible for representing the organization at conferences, symposiums, exhibitions, and other meetings in India. Propose and monitor unit sponsored conferences to assure mission needs are met and report these activities as required by utilizing the organization's standard reporting format.
- Assist in fostering an active relationship to facilitate collaborative research and development which will be of benefit to India and the US Army.
- Serve as a Program Manager for those projects awarded to Indian researchers primarily within specialty.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to NewDelhiVacancies@State.gov.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered. It is recommended that you attach a supplemental statement specifically addressing the following requirements).**

1. Must have a Doctoral Degree in Physics, Engineering, Chemistry, or Physical Sciences.
2. Minimum eight years of progressively responsible experience in academia, government, or industry relating to research and development activities.
3. Levels IV language proficiency (Fluent) in English and Level III language proficiency (Good Working Knowledge) in Hindi (Speaking/Reading/Writing) is required. **(When**

applying for the position, please indicate your level of proficiency for these languages).

4. Demonstrated experience of MS Office applications such as MS-Word, MS-Excel, and Email applications.

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 and 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. Must answer all the questions in DS-174 application form.

http://newdelhi.usembassy.gov/job_opportunities.html **or** (see below)

2. A current resume or curriculum vitae that provides the same information found on the Universal Application for Employment; **or** (see below)

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** (see below)

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.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment.

Failure to do so will result in an incomplete application.

A. Position Title
B. Position Grade
C. Vacancy Announcement Number
D. Date of Birth
E. Place of Birth
F. Dates Available for Work
G. First, Middle, & Last Names as well as any other names used
H. Current Address, Day, Evening, and Cell phone numbers
I. U.S. Citizenship Status *(Yes or No)* & status of permanent U.S. Resident (Yes or No; if yes, provide number)
J. U.S. Social Security Number and/or Identification Number
K. Eligibility to work in the country *(Yes or No)*
L. Special Accommodations the Mission needs to provide *(Yes or No; if yes, provide explanation)*
M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
N. Days available to work
O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
P. U.S. Eligible Family Member and Veterans Hiring Preference
Q. Education
R. License, Skills, Training, Membership, & Recognition
S. Language Skills
T. Work Experience
U. References

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office (Recruitment Team)
Shantipath, Chanakyapuri
New Delhi 110 021
or
FAX: 2419-8056
or
E-mail: NewDelhiVacancies@State.gov

POINT OF CONTACT

Telephone: 24198227/8369

Please insert **15-068** (Vacancy Announcement Number) in the Subject of the E-mail 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.

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).

CLOSING DATE FOR THIS POSITION: (October 6, 2015)

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.