



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 13-069

OPEN TO: All Interested Candidates

POSITION: Agricultural Specialist, Grade -FSN-1515-11, IN1-PA008
(Personal Services Agreement)

OPENING DATE: December 23, 2013

CLOSING DATE: January 07, 2014
**(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-04
Ordinarily Resident (OR) - Grade: FSN-11*
*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 Agricultural Specialist in the Foreign Agricultural Services 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 FUNCTIONS OF POSITION

The incumbent will serve as a lead agricultural policy, commodity, and marketing analyst, and will also serve as an advisor to the Agricultural-Minister Counselor and Attachés concerning India's policies and programs relating to agricultural production, trade, and the overall agricultural sector. Will also have the responsibility to plan, organize, monitor and supervise Post marketing activities designed to achieve expansion of US agricultural exports in the region (India and Sri Lanka). Responsible for Post's scheduled and unscheduled reporting of assigned commodities or policy topics of significant production, trade, market development and/or policy interest to the USDA and US Government. Monitors, analyzes and reports on assigned commodities and policy issues, identifies potential trade problems and advises/recommends appropriate action to the USDA, US trade associations and industry, and the US Government.

The incumbent will perform duties, though not limited to the following:

Commodity and Agricultural Policy Reporting

- Investigate, collect, analyze and prepare comprehensive reports on the Indian agricultural sector.
- More specifically, report on India's programs, policies and regulations on production, consumption, marketing, trade, tariff and non-tariff barriers and other issues of interest on assigned commodities of special significance to US-India agricultural trade and food security interests.
- Evaluate and forecast current and short-term outlooks for changes in production, consumption, trade, and stocks of assigned commodities; assure validity of the reports by gathering and analyzing extensive information and statistical data from a wide network of contacts and other professional research.
- Prepare voluntary reports on a regular basis on market and policy developments that are time sensitive in nature to exporters of US agricultural products, the USDA and US Government.

Advising and Planning

- Evaluate and advise on a continuous basis on the latest developments in the Indian agricultural sector, policy changes, and their potential impact on U.S agricultural exports to India.
- Advise Agricultural-Minister Counselor/Attachés, FAS/W, US industry and the US Government on appropriate strategy to create market opportunities and counter trade problems that impact US trade and food security interests.
- Provide latest, accurate, and comprehensive information on agricultural policy and trade issues such as local import requirements, distribution systems, supply chain management, price analysis, market entry strategy, and agricultural and trade development(s).

- Advise US cooperators and trade associations operating in India in planning, reviewing and implementing their marketing plans for India.
- Assist US business representatives in providing information and advice on market conditions for products of interest, as well as possible marketing strategies/information, regulations, consumer preferences, distribution channels, business practices, cultural considerations and trade opportunities etc.
- Provide advisory and information services, such as US export contacts, trading procedures, and USDA export promotion programs to local importers interested in sourcing US agricultural and food products.

Market Development Reporting and Promotion Activities

- Prepare market development reports on government policies, regulations, market trends and competition from other countries, which may affect US exports to India.
- Prepare market analysis reports such as Promotion Opportunities, Retail Sector, Hotel & Restaurant Industry (HRI) Sector, Food Processing Sector and Product Market Briefs.
- Identify and report on new US food and agricultural products with import potential to India.
- Recommend and develop product specific market reports that would be useful to those engaged in FAS marketing programs and US trade.
- Prepare marketing event reports as per FAS reporting requirements.
- Conceptualize, supervise and manage implementation of various planned marketing activities (trade shows, buyer/seller missions, trade seminars, hotel and in-store promotions and other outreach activities) in India to enhance sales of US exports into the region.
- Evaluate cost and venue, ensure that the expenditure of US Government funds occurs within the guideline provided by FAS/W, and negotiate agreements with participants in each marketing activity for approval by Agricultural Minister-Counselor/Attachés.
- Oversee necessary logistical arrangements in preparation of the activity.
- Evaluate results and prepare reports on these activities, and recommend changes for future activities as appropriate.
- Make recommendations on marketing budget amendments to Agricultural-Minister Counselor/Attachés and use for unscheduled event funding throughout the budget year.

Customer Service and Contact Management

- Develop, continually maintain and effectively utilize a wide range of senior level contacts to collect information. This can include the Indian government, local agri-business (importer/industry/ trade associations), and researchers/economists of local academic and research organizations.

- Develop a wide circle of contacts among major importers, wholesalers, food distributors, hotels, restaurants, supermarkets, etc., in order to exchange information about market trends and market opportunities for US food products, and also to arrange for various marketing activities/events.
- Work with senior Indian officials and local trade associations to ascertain policy issues (tariff, sanitary and phytosanitary, food security, other) that have potential to evolve as a barrier to US agricultural product imports and/or US food security interests, and resolve them.
- Explain US agricultural policy to Indian businesses, researchers and government interlocutors.
- Review communications regarding purpose of US Government business representative visits to India, recommend appropriate travel itinerary and meetings, and as necessary coordinate visits.
- For US Government official visits, will craft itineraries, arrange meetings, and handle other logistics, as well as interpret as necessary.
- Provide latest, accurate, and comprehensive agricultural sector (e.g. trade, policy, and marketing) information to visiting US Government and US industry officials.
- Coordinate USDA cooperation programs such as Borlaug, Cochran, and others. Lead conferences and meetings related to areas of assigned responsibility.

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.

1. Completion of Master's degree in either of these disciplines is required: Agricultural Economics / Agribusiness Management / Economics.
2. Minimum five years of progressively responsible service in one or more fields of agricultural policy, economics, market analysis/research, and/or related fields requiring significant analysis and report writing. Out of five years, two years of experience in food and agricultural marketing and trade promotion is required.
3. Level IV knowledge of English and Hindi (speaking, reading and writing) is required. **(When applying for the position, please indicate your level of proficiency for these languages).**
4. A thorough knowledge of India's agricultural sector, commodity markets, and laws, rules and regulations governing the production, marketing and trade of agriculture and agricultural-related products.
5. A thorough knowledge of Indian import requirements (including tariff /tax structure), food distribution systems, marketing margins and nature of the domestic industry.
6. Expert knowledge of economic principles and ability to apply them to the Indian market to interpret existing policies and forecast future policy changes.

7. Able to develop and maintain an extensive range of contacts with senior level decision-makers in the Indian government and private sector.

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 **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
Attention: Human Resources Office
Shantipath, Chanakyapuri
New Delhi 110 021

or

FAX: 2419-8056

or

E-mail: NewDelhiVacancies@State.gov

POINT OF CONTACT

Telephone: 24198227/24198369/24198908

Please insert **13-069** (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).

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. 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

CLOSING DATE FOR THIS POSITION: (January 07, 2014 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.