AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 13-024A
TRAINEE LEVEL

REF: VACANCY ANNOUNCEMENT NUMBER: 13-024

OPEN TO: All Interested Candidates

POSITION: Commercial Specialist (IPR), FSN-1510-11, DLA/FCS-046T (Personal Services Agreement)

OPENING DATE: June 19, 2013

CLOSING DATE: July 02, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-04
Ordinarily Resident (OR) - Grade: FSN-11*
*Starting salary and grade 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 Commercial Specialist (IPR) in the Foreign Commercial Services Section.

NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT NO 13-024 NEED NOT REAPPLY.

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

This is a trainee level position for the Commercial Specialist (IPR). The incumbent will work under general supervision and guidance of the First Secretary for Intellectual Property Rights (IPR) and learn to perform and master the below duties and responsibilities to reach full performance level. This is a senior level position in the USPTO/FCS office in New Delhi. The incumbent is the principal advisor on all aspects of Intellectual Property Rights (IPR) issues for South Asian countries with direct responsibility and coverage for India. The incumbent is responsible for advising, monitoring, analyzing and reporting on intellectual property rights (IPR) matters.

Performs duties, though not limited to the following:

- Participate in the formulation of Post's strategic plan for USPTO's mission of promoting high standards of IP protection and enforcement in the host country. Identify and prioritize IP issues to be advocated for by the USG in the host country.
- Monitor, analyze and provide expert-level reporting on legislative and policy developments relating to IPR protection, enforcement and administration. Monitor, analyze and provide expert-level reporting on judicial and administrative decisions relating to IPR protection, enforcement and administration by regularly reviewing judgments at the Supreme Court, Appellate and District Court levels.
- Develop and maintain relationship with officials at the senior most level in host government that have responsibility for IPR –related issues. Maintain contacts with relevant USG officials in the Embassy and the Consulates having responsibility for handling IP issues.
- Identify opportunities and partners, conceptualize, develop, organize, coordinate and assist in implementing technical assistance, training seminars, conferences and IPR capacity-building initiatives
- Facilitate and support the American Officer and other U.S. Officials, resolving commercial IP related issues and disputes by providing information about the legal and regulatory framework of the host country.
- Perform other duties as assigned.

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. Bachelor's Degree in Law with a specialization in intellectual property and a familiarity with the relevant Indian laws, regulations and procedures governing intellectual property rights.
2. Six years of progressively responsible experience working in the area of intellectual property, which may include, but is not limited to, corporate transactions, licensing, brand protection and knowledge of regulatory approval system for pharmaceutical, agrochemical and biotechnology products .
3. Level IV (Fluency) in English and Hindi (Speaking / Reading / Writing) is required. **(When applying for the position, please indicate your level of proficiency for these languages)**
4. Should have expert knowledge in at least two fields of IPR law and general knowledge of the principles governing protection of IP, including patents, trademarks, copyrights, and trade secrets.
5. Familiar with use personal computer and software packages such as MS-Word, Excel, Outlook, and Internet.

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://newdelhi.usembassy.gov/job_opportunities.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. Embassy
Human Resources Office
Attention: S/HRO
Shantipath, Chanakyapuri
New Delhi 110 021
or
FAX: 2419-8056
or
E-mail: NewDelhiVacancies@State.gov

POINT OF CONTACT

Telephone: 24198227/8369/8908

Please insert **13-024A** (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: (July 02, 2013)

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.