

# Vacancy Announcement

## for U.S. Embassy, Baghdad

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**ANNOUNCEMENT NUMBER: TCN-10-23**

**OPEN TO:** Third Country Nationals Only

**POSITION:** Cultural Affairs Specialist- Fulbright Program; FSN-10

**OPENING DATE:** December 19, 2010

**CLOSING DATE:** January 1, 2011

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

**SALARY:** \$36,072 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

**LENGTH OF HIRE:** 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Cultural Affairs Specialist in the Public Affairs Section of U.S. Embassy Baghdad.

### **BASIC FUNCTION OF POSITION**

Under the supervision of the Assistant Cultural Affairs Officer for exchanges, the incumbent serves as a program manager for Embassy Baghdad's Fulbright program. The incumbent is responsible for the planning and executing the program utilizing the Mission Strategic Plan and the Strategic Framework agreement. The position holder manages the participant recruitment process, organizes pre-departure orientations, facilitates participant travel and arranges post-program debriefings, all while coordinating with AMIDEAST, IIE, and other implementing agencies. The incumbent also liaises with the Bureau of Educational and Cultural Affairs, Iraqi academic institutions and U.S. and Iraqi government agencies to facilitate the recruitment, selection and travel of exchange participants and assists with the alumni programming.

**The Universal Application Form, TCN program benefits and FAQs can be found at:**

[http://iraq.usembassy.gov/hr\\_tcns.html](http://iraq.usembassy.gov/hr_tcns.html)

## **QUALIFICATIONS REQUIRED**

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

1. Completion of a university degree in the social sciences, humanities or arts is required.
2. Prior work experience of no less than four (4) years of progressively responsible work experience in public affairs or public diplomacy at an international organization, government agency or NGO is required.
3. Language requirements include fluency in English (level 4).
4. Thorough knowledge about academic and professional exchange programs, U.S. higher education, society and institutions; familiar with local current affairs, government and academic institutions;
5. Other requirements include strong organizational and program management skills to execute large exchange programs; ability to develop and maintain high level contacts in government, NGOs, academic institutions and the Mission; experience using Excel and database applications is essential.

## **SELECTION PROCESS**

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

## **TO APPLY**

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:**

[TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)

**FOR INQUIRIES PLEASE EMAIL: [TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)**

**POINT OF CONTACT**

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

**CLOSING DATE FOR THIS Vacancy Announcement: Jan 1, 2011**

The U.S. Mission in Baghdad 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.

Approved: AMEveritt: ISU/HRO

Cleared: RGreenan, CAO

Drafted: LAbdulahdi: ISU/HR

## **Appendix A**

### **DEFINITION**

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- 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. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

**Cultural Affairs Specialist- Fulbright Program Capsule Position Description**  
**FSN - 10**

Under the supervision of the Assistant Cultural Affairs Officer for exchanges and working together with the cultural affairs assistant, the incumbent manages the daily operations of the Mission's Fulbright student and scholar program. This includes serving as executive secretary of the mission-wide Fulbright selection committee, organizing and supervising all logistics required for the interview process for students and scholars, which is conducted in Baghdad and in other locations.

The incumbent contributes to the conceptualization and design of outreach strategies, pre-departure orientations, debriefing following exchanges and promotion of alumni programming. Additionally, the incumbent works and coordinates closely with other Mission offices, consulates and embassy branch offices and other government agencies to recruit participants based on MSRP and SFA goals, AMIDEAST, IIE, and other implementing organizations. The incumbent works with the Office of Academic Exchanges in the Bureau of Educational and Cultural Affairs to manage and process Fulbright nominees. Furthermore, the incumbent coordinates visa application process for all Iraqi participants; serves as primary point of contact. Lastly, the incumbent develops and maintains contacts with government, academic and cultural institutions. The position holder has regular contact with officials in the Ministry of Higher Education and Scientific Research, universities, and professional organizations and must conduct recruitment and outreach for Mission exchanges.