



AMERICAN CONSULATE, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2012-15**

The U.S. Consulate in Kolkata is seeking an individual for the position of Cultural Affairs Assistant – Alumni Outreach and Programs in the Public Affairs section:

Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, 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.

OPEN TO: **All Interested Candidates**

POSITION: Cultural Affairs Assistant – Alumni Outreach and Program Coordinator, FSN-6005-08, CLA-710009

OPENING DATE: October 07, 2012

CLOSING DATE: October 21, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** FP-06
Ordinarily Resident: FSN-08*

*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 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. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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:**
- 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**
- 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: **and**
- 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 US Citizen.

4. **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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

NOTE: FOREIGN NATIONAL APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

FUNCTION OF POSITION

a. Primary Responsibilities:

The Cultural Affairs Assistant for Alumni Outreach and Programs primary responsibilities will be to maintain meaningful relations with the alumni of all USG-funded or administered educational, cultural and professional exchange programs and to further strengthen their understanding of American policies, values and society.

The incumbent will do so by:

- developing and implementing, in close cooperation with the Exchanges Coordinator, Senior Program Advisor, ACAO, Countrywide Alumni Coordinator in Delhi, CAO/PAO and the Alumni Affairs Office (ECA/PIA), a comprehensive strategic plan for alumni outreach and activities;
- planning, budgeting, developing and executing alumni events (receptions, conferences, seminars, workshops and other meetings) and programming;
- integrating USG alumni into all Mission programming;
- working with the Embassy and other Consulate Alumni Coordinators in promoting and developing a countrywide network of USA alumni;
- assisting in the formation, development, and sustainability of alumni associations and inter-association cooperation and networking;
- encouraging greater participation by alumni in sharing their U.S. experience and giving back within their communities;
- continuously updating and managing alumni contact and event information in Department of State, ECA and/or Mission electronic record keeping applications,

- including Distribution Records System (DRS), Mission Activity Tracker (MAT), and ECA Alumni Archive;
- conducting debriefing sessions to introduce American Center and ECA services and products available to alumni; and
 - promoting the use and membership of the State Alumni Website, alumni.state.gov, as well as Exchanges Connect, and devising creative ways to market the websites and various features. pursue opportunities for alumni funding from the State Department and/or private sector entities;
 - In coordination with the Countrywide Alumni Coordinator in Delhi, publicizing grant opportunities, soliciting proposals, coordinating with the Office of Alumni Affairs to award grants, and overseeing all grant projects awarded to Indian alumni in the district;
 - Liaising with the Countrywide Alumni Coordinator in Delhi and the public affairs finance unit to draft grant requests, finalize grant agreements, ensure end-of-grant reporting, and the timely disbursement of grant payments.

b. Secondary Responsibilities:

The Cultural Affairs Assistant for Alumni Outreach and Programs will work closely with the Alumni Coordinator in Delhi in promoting alumni outreach and programs.

The incumbent will accomplish this by:

- having regular conference calls regarding current and future projects and plans and keeping the lines of communication open;
- developing a good working relationship with Alumni Coordinators from other jurisdictions and being an active team player on the Mission India alumni coordinator team in order to liaise and coordinate the work of alumni programming when applicable;
- participating in all strategic planning and section-wide program development carried out by the public affairs section; and
- establishing 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.

QUALIFICATIONS REQUIRED

1. A university degree in the social sciences, liberal arts, business, education, international relations is required.
2. Two years of work experience at an Embassy, University, Institute, NGO or comparable institution with progressively responsible experience in programming activities.
3. Level IV Fluent English (speaking, reading and writing) is essential as is Level IV Fluent Hindi (speaking, reading and writing) and Bengali or other local Indian language of the Consular district (**When applying for the position, please indicate your level of proficiency in these languages.**)

4. Must understand the mission's priorities and how programming and outreach activities can further these goals. Must also be intimately familiar with India's government, business, education, cultural, and NGO sectors; as well as issues at the local, Consular District level.

5. Must have the skills and abilities to provide sophisticated programming and outreach activities for a diverse audience of alumni that both advances mission priorities and helps to strengthen the alumni's understanding of American policies, values and society and to do so in the most cost-effective manner possible. Must have good computer skills i.e. Microsoft word, Excel and powerpoint.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 US 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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available on website <http://kolkata.usconsulate.gov/jobopportunities.html> or
2. 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; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE: **plus**

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US 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:

American Consulate General
Management/HR Office
Attention: Management Officer
38A, Jawahar Lal Nehru (Chowringhee) Road
Kolkata 700 071

Applications sent by post/courier will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm.

Or

E-mail application to: HROKolkata@state.gov

Please insert “**VA# 2012-15** (Vacancy Announcement Number) and **CLA-710009** (Position number) in the subject of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

POINT OF CONTACT

C. T. Adams
Telephone: 3984-2419
FAX: 2282-2335

If an applicant is submitting a resume or curriculum vitae, s/he must additionally 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

All applications for the Subject announcement must be received by
October 21, 2012.

EQUAL OPPORTUNITY EMPLOYER

The US Mission in Kolkata 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.

Cleared: APAO: Rachel M. Sunden
Approved: MO: Daley C. O'Neil