



AMERICAN CONSULATE, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2011-03**

The U.S. Consulate in Kolkata is seeking an individual for the position of Cultural Affairs Specialist in the Public Affairs Office.

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 Specialist, FSN-6005-10, CLA-710001
(Personal Services Agreement)

OPENING DATE: March 6, 2011

CLOSING DATE: March 20, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-05 (steps 5 to 14)*
Ordinarily Resident: Grade: FSN-10*

*Starting salary and grade 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

1. The position holder is responsible for the planning, organization and execution of USG public diplomacy programs in eastern India. Consistent with MSRP objectives, the position holder, in consultation with the APAO, selects the type of public diplomacy instruments, e.g. cultural presentations, policy workshops, American speakers, road shows, etc., which are likely to achieve Mission objectives in a selected location. The position holder identifies institutions and target audiences, programming needs, and works out the appropriate logistical arrangements.

The position holder must demonstrate a very high degree of adaptability because of the region's unique circumstances that include great geographic and linguistic diversity and evolving MSRP requirements. In addition, the relative under-development of eastern India requires the position holder to administer complex programs without the benefit of adequate infrastructure. As a result, the position holder must transform program formats to fit local conditions on short notice. Furthermore, the position holder must often devise programs strictly from local resources in the absence of continually scheduled US speakers to eastern India's remote locations.

2. The position holder is further responsible for the development of Post's Public Diplomacy target audience, and reaching out to new target groups. Specifically, the incumbent must cultivate professional relationships with key contacts in government, industry, universities, student groups, as well as with cultural and media contacts across 11 states in the region. The position holder must also evaluate the capability of key institutions to co-sponsor programs and serve as reliable USG partners to support public diplomacy objectives. The position holder is responsible for seeking proposals from and evaluating the candidacy of east India NGOs for the receipt of USG funds and grants.
3. The position holder counsels the APAO and PAO on the development of the Public Diplomacy strategy and helps to monitor budgets during the fiscal year. The position holder must also draft, edit and clear program evaluations for onward transmission and routinely consults with counterparts at other consulates, the U.S. Embassy in New Delhi and the Department.
4. The incumbent helps to oversee Post's International Visitor Leadership Program (IVLP), which aims to promote people-to-people diplomacy, by identifying potential IVLP candidates, drafting justifications to support the candidates' participation in the program, and overall, assisting the APAO and other program managers in managing the selection process for this prestigious program.

QUALIFICATIONS REQUIRED

1. A University degree in humanities/commerce/science or related fields is required.
2. Minimum four years of progressively responsible experience in managing public relations programs, university teaching or related fields of public relations work.
3. Level 4 (Fluent) in spoken and written English. Level 4 spoken and written proficiency in Bengali and one or more of the following Indian languages: Hindi/Urdu/Oriya/Assamese.
4. A thorough knowledge of cultural, educational, social, economic structure of eastern India and key personalities and institutions in the area. A good general knowledge of American social and political processes, literature, education, and cultural history. Thorough knowledge of PD programs and objectives, based upon MSRP priorities for India.
5. Ability to develop and maintain extensive high-level contracts in cultural, educational business/professional, government circles, etc. Ability to plan, organize and execute thematic and cultural programs effectively and ability to draft correspondence and reports in English. Computer Skills (Microsoft Word, Outlook, Excel, PowerPoint and Internet Explorer) are essential. Familiarity with different social media platforms is preferable.

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/job_opportunities.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 Office
Attention: Ellen C. Langston
38A, Jawahar Lal Nehru (Chowringhee) Road
Kolkata 700 071

Or

E-mail application to: HROKolkata@state.gov

Please insert “**VA# 2011-03** (Vacancy Announcement Number) and **CLA-710001** (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 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. 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. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver’s License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

All applications for the Subject announcement must be received in the Human Resources Office by **March 20, 2011**.

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: Scott E. Hartmann
Approved: MO: Ellen C. Langston