



United States Department of State

U.S. Mission Pristina
Vacancy Announcement Number: 2016-13

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: CULTURAL AFFAIRS ASSISTANT
OPENING DATE: AUGUST 8, 2016
CLOSING DATE: AUGUST 19, 2016
WORK HOURS: FULL-TIME (40 hours/week)
SALARY: Ordinarily Resident (OR): FSN-8 (18,110.00)

The U.S. Mission in Pristina, Kosovo is seeking one eligible and qualified applicant for the position of: **CULTURAL AFFAIRS ASSISTANT** position in the Public Affairs Office.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding!

MAJOR DUTIES & RESPONSIBILITIES

- ❑ Oversees the Mission's International Visitors Leadership Program (IVLP) and identifies and nominates candidates for specific programs. Under the general direction of the PAO and APAO, together with the IVLP committee plans the annual strategy that the IVLP program will follow each fiscal year to support Mission goals. Coordinates the annual candidate selection process from initial information sessions, through Single Country Program selection and nomination, to final program evaluation. Must be able to explain the nature and purpose of the IVLP to all Mission elements not familiar with the program's goals and procedures. Serves as liaison between Mission staff, IV program participants and officers from the Bureau of Education and Cultural Affairs (ECA) managing the IVLP; this includes initiating contact with high level Kosovars and taking the lead in coordinating single country projects. Communicates frequently with grantees, including government officials, legislators, political party representatives, key economic and business personalities, leading journalists, and others, often making a first and lasting first impression of the Embassy and the Department of State. Establishes program objectives and completes pre-departure arrangements. Assists program participants in obtaining visas necessary for program participation. Debriefs participants upon completion of programs and writes evaluation reports for ECA on each individual or group program. Maintains follow-up with program alumni in order to suggest or nominate them for different programs or follow-on activities. Collaborates with other Mission elements, including GSO, RSO, and Consular Section within the Mission, to arrange candidates/participants background checks, programs agendas, and tickets. **(25%)**

- ❑ Manages Mission's projects on cultural heritage preservation as well as Ambassador's Fund for Cultural Preservation. Mission's POC on Kosovo's cultural heritage. Works closely with high level contacts within GoK, in particular the Ministry of Culture, on identifying priorities for restoration projects. Must understand Kosovo's cultural patrimony thoroughly, including the importance of

Kosovo's numerous heritage sites to Kosovo's various ethnic communities. Works closely with project implementers to make sure projects are carried out according to State Department regulations and procedures. Updates PAO and APAO of any problems or discrepancies. Oversees the Kosovo-US Alumni Association (KUSA)'s cultural heritage grants officer's work on Mission's sub-contracted cultural heritage grants. **(10%)**

- ❑ Manages all cultural activities initiated by the Mission and cultural programs offered by DOS. Must be highly attuned to the rapidly changing environment of Kosovo society, particularly with regards to cultural trends and interests. Identifies the best U.S. artists to perform in Kosovo, works on collecting all the background information on the U.S. artists, completes grant paperwork for the grants team; develops full schedules for cultural program grantees, including scheduling performances, workshops, lectures, art exhibitions, film series, media outreach, social media interactions, and reporting via the Mission Activity Tracker (MAT). Serves as main point of contact for Mission's cultural contacts, including high-level officials at the Ministerial level and the senior leadership at all of Kosovo's cultural institutions. Advises PAO and APAO on cultural grantees. Reviews cultural grant applications carefully, gives thorough justifications and advises the PAO and APAO on each cultural grant applicant. Ensures cultural grants sponsored by the Mission are tied directly to Mission goals. Informs PAO and APAO on any potential risks or pitfalls of proposed cultural programs, and suggests strategies for mitigation as needed. **(30%)**
- ❑ Advises the Embassy front office, including the Ambassador, on all engagement with Kosovo cultural institutions. Drafts all proposals for cultural events to be attended by the Ambassador or Deputy Chief of Mission, and drafts briefing materials for these engagements as needed. **(5%)**
- ❑ Supports alumni outreach and manages the staff of the Kosovo United States Alumni (KUSA) Association. Updates KUSA on newly returned alumni to be added to the overall alumni list. Drafts alumni strategy, reviews their six-month general operational budget, coordinates with DoS Alumni Affairs on Kosovo alumni related projects and issues; participates in Alumni events, participates in KUSA board meetings and assists KUSA on regular basis with their inquiries on networking events. Guides and manages the work of the KUSA Executive Directors. Serves as Mission's main point of contact for alumni of all USG programs, not just PD programs. **(10%)**
- ❑ Manages newly initiated exchange programs as needed, both on-going and one-time. Serves as liaison for. Works on Open World Leadership Program management – coordinates program participant selection within the Mission, works with Open World Leadership Center in Washington on program details and organizes PDO for program participants. **(15%)**
- ❑ Other duties as directed by the PAO or APAO. **(5%)**

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** University degree is required in the liberal arts, education, social sciences, international relations, American studies/English or related fields.
- 2. EXPERIENCE:** Minimum five years of experience in cultural work, cultural exchanges or working with an American organization is required. Two to four years of previous managerial experience is essential.
- 3. LANGUAGE:** Level IV English/Albanian/Serbian (fluent in speaking/writing/reading).

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA

- 1.** Management will consider nepotism/conflict of interest and budget in determining successful candidacy (nepotism, conflict of interest, budget and residency status).
- 2.** Current OR employees serving a probationary period are not eligible to apply.
- 3.** Current OR employees with an overall summary rating of "needs improvement" or "unsatisfactory" on their most recent EPR (employee performance report) are not eligible to apply.
- 4.** Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a WAE (when actually employed) work schedule.
- 5.** The candidate must be able to obtain and hold a security clearance issued by the Embassy RSO.
- 6.** Candidates who are EFM (eligible family members), AEFMs or MOHs (members of household) must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY

Interested candidates for this position should submit the following:

1. State Department Universal Application for Employment (DS-174) which is available on our website or by contacting the Human Resources Office.
2. A current resume or Curriculum Vitae.
3. Any additional documentation that supports or addresses the requirements listed (e.g. transcripts, degrees, diplomas, etc.)
4. Copy of Kosovo ID or Passport; and copy of the Residence Permit for international applicants.

WHERE TO APPLY:

**U.S. EMBASSY PRISTINA
HUMAN RESOURCES OFFICE
Rr. NAZIM HIKMET NR.30
10000 PRISTINA, KOSOVO**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.