



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
06/2015

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **COMMERCIAL ADVISOR**
OPENING DATE: APRIL 21, 2015
CLOSING DATE: MAY 5, 2015
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN 8 (16, 291.00 €)

U.S. Embassy Pristina is seeking a qualified individual for the position of **COMMERCIAL ADVISOR**.

Basic Function of Position - Provides a wide range of commercial services support aimed at assisting U.S. businesses operating in Kosovo and attracting new entrants. Position also advocates for policies that encourage foreign direct investment.

MAJOR DUTIES & RESPONSIBILITIES

(1) Advance New Commercial Opportunities for U.S. Business (35%) - The incumbent develops an extensive network of business and government contacts to identify potential business opportunities for U.S. firms and host government policy initiatives. He/she will use contacts, daily press, periodicals, the internet, and other available material to monitor and coordinate regional and local approaches with various USG agencies that leads to greater U.S. market representation. The incumbent is responsible for marketing, securing, and providing Commerce Department business facilitation services to U.S. companies to include customized commercial services packages, matchmaking, trade leads, and promotion and organizing and leading, when necessary, of Kosovo trade missions to the U.S.

(2) Advocacy, Counseling, and Market Access (30%) - The incumbent reviews and analyzes trade/investment complaints raised by U.S. companies, and provides advocacy solutions to the Econ/Commercial Officers. The incumbent engages host government officials and business leaders to advocate for business climate improvements through a thorough understanding of the regulatory and business environment.

(3) Market Research, Analysis and Reporting (20%) - The incumbent develops and maintains an extensive base of mid- to senior-level contacts in local institutions, the business community, academia, and the media to report on economic and regulatory developments that directly impact U.S. business competitiveness and overall foreign direct investment. He/she is the primary drafter for the annual Investment Climate Report and Commercial Country Guide. He/she drafts analytic and "spot" reports on economic topics affecting the business climate, delivers demarches on economic topics, and backs-up other economic colleagues in their absence.

(4) Management and Collaboration with other USG Agencies (15%) - The incumbent works with Foreign Commercial Service - Vienna to further develop Embassy's partnership-post relationship. The incumbent accounts for and manages revenues produced from contracted Commerce Department facilitation services and in coordination with the Econ/Commercial Officers develops strategic spend plans of said funds to advance U.S. and host country commercial interests. He/she is expected to work with the embassy interagency, State Department's Economic Bureau, the U.S. Trade and Development Agency, Overseas Private Investment Corporation, U.S. Export-Import Bank, Export Assistance Centers, the Commerce Department, the Foreign Agriculture Service, and the American Chamber of Commerce in Kosovo to advance U.S. commercial policy goals. As part of the economic/political section, s/he will also prepare briefing material on visits to commercial and economic sites in Kosovo for the Ambassador, DCM, Political-Economic sections, and USG visitors.

(5) Other duties as assigned.

REQUIRED QUALIFICATIONS

Education: University degree in economics, business, finance, trade, international relations or related field.

Prior Work Experience: Three to five years of progressively responsible experience in the private sector, in economic research, business development, or international sales or related fields,

Language Proficiency: Level 4 (fluent) English, Albanian and Serbian.

Knowledge: An excellent knowledge of the country’s private sector structure, its main participants, and current environment. A good knowledge of the host country’s economic and financial institutions, policies and histories.

Skills and Abilities: Ability to confidently interface with senior level private sector executives, Ability to translate private sector concerns into policy recommendations that improve the business enabling environment. Cultivate contacts and sources to contribute to effective reporting.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget 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 (EPR) are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position should submit the following:

1. U.S. Embassy Pristina Application for Employment
2. A current resume or Curriculum Vitae.
3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
4. Copy of Kosovo ID or Passport; and copy of Residence Permit for international applicants.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver them to:

Human Resources Office,

U.S. Embassy Pristina, Kosovo

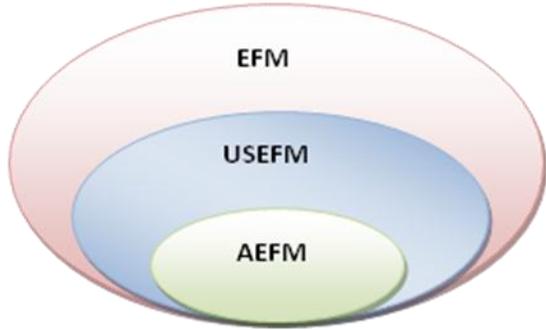
The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve 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.

CLOSING DATE FOR THIS POSITION:

MAY 5, 2015 - BY CLOSE OF BUSINESS

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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 [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. **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:
 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 US 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 US 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 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).