



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
15/2012

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **ECONOMIC ASSISTANT, FSN-9**
OPENING DATE: JULY 30, 2012
CLOSING DATE: AUGUST 10, 2012
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN 9 (17,920.00 €)

U.S. Embassy Pristina is seeking one qualified individual for the position of **ECONOMIC ASSISTANT** in the Embassy Pol/Econ Office.

DUTIES & RESPONSIBILITIES

As the recognized economic expert in the combined political-economic section, thoroughly researches, analyzes and produces reports of broad scope and complexity on developments in the economic and business spheres in Kosovo. Reports and analyzes collected information from a variety of published and unpublished sources and prepares factual reports on the full spectrum of economic issues in Kosovo. Such reporting involves regular independent analysis, with a particular emphasis on the local perspective of economic policies and programs designed by the Government of Kosovo, the European Union, International Civilian Office, European Bank for Reconstruction and Development, International Monetary Fund, World Bank, and international commercial financial institutions and other actors involved in Kosovo's economy.

Makes informed forecasts of day-to-day, middle and long-term economic developments, such as implementation of tariffs or other trade barriers, investment interest in business sectors, and the local impact of regional and global economic trends and developments; identifies and provides background on important events that bear watching. Uses own and other analyses and professional experience to provide advice to section and Mission management on key economic policies and reform issues.

Conducts economic analysis on key sectors, including agriculture, finance, tax policy, trade, and economic growth. Monitors economic developments in Kosovo and the region and advises section and Mission management on strategic decisions as they relate to USG policy goals. Thoroughly compiles and maintains statistical data in appropriate format (spreadsheets, databases, graphs, charts, etc.) reflecting trends in economic indicators such as national income, GDP, prices, savings, investment, remittances, donor funding, credit, investment, and demographics. Drafts substantial annual reports, including the Country Commercial Guide and the Investment Climate Statement, from these data.

Supports official U.S. Government and corporate visits to Embassy Pristina by providing background information on the Kosovo economy, business environment, and local conditions for investment; accompanies visitors on official calls and serves as interpreter as needed.

Independently meets with key contacts and advocates for USG policy priorities with them. Maintains mid to senior level contacts with the Government of Kosovo (GOK) and its agencies, the IMF, World Bank and other international financial institutions; and local financial institutions, business and professional organizations, universities, research organizations and the media.

Prepares daily summary of major economic events covered in the local media reports. Regularly drafts paragraph-length pieces on importance and implications of local events on economic environment for the Washington policy

audience. Briefs the combined Political-Economic section on current economic matters on a daily basis and briefs the Front Office on key developments in the economic sphere on a bi-weekly basis.

Other duties as assigned by the Pol/Econ Chief and Economic Officer.

REQUIRED QUALIFICATIONS

Education: University degree in Economics, Statistics, Finance, Trade, Political Science, International Relations or any other business related field is required.

Prior Work Experience: Three to five years of prior experience in economics, statistics or other related field.

Language Proficiency: Level IV English and Albanian are required.

Job Knowledge: Must have a thorough knowledge of the economic situation in Kosovo with all its complexities. Good knowledge of Kosovo's governmental structures.
Good knowledge of statistical methodology and techniques, including macroeconomic analysis.
Good knowledge of international standards for economic reporting.

Skills and Abilities: Must have the ability to analyze statistics, recognize trends and present data in an accurate format. Ability to conduct research projects of moderate scope and prepare accurate factual reports.

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 must submit the following for consideration of the application:

1) Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** 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; **4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

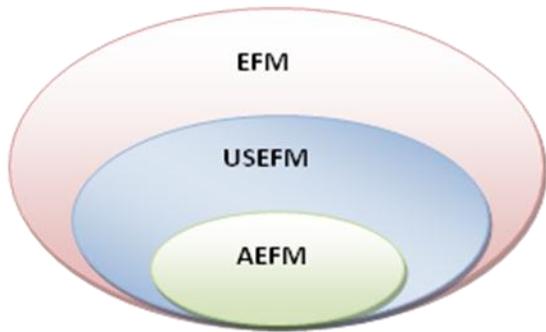
Email to: PristinaRecruitment@state.gov

CLOSING DATE FOR THIS POSITION: AUGUST 10, 2012 - BY COB (CLOSE OF BUSINESS)

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.

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).