



United States Department of State

*U.S. Embassy Pristina*

**VACANCY ANNOUNCEMENT**  
**11/2014**

**OPEN TO:** ALL INTERESTED CANDIDATES  
**POSITION:** **POLITICAL ASSISTANT**  
**OPENING DATE:** MAY 20, 2014  
**CLOSING DATE:** JUNE 3, 2014  
**WORK HOURS:** FULL-TIME; 40 HRS/WEEK  
**SALARY:** FSN-9 (17,920.00 €)

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U.S. Embassy Pristina is seeking a qualified individual for the position of **POLITICAL ASSISTANT** in the Embassy Political/Economic Section.

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**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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**DUTIES & RESPONSIBILITIES**

(1) Under the direction of the Political/Economic officer responsible for monitoring Kosovo's domestic politics, the incumbent performs analytical reporting, both verbally and written, of broad scope and complexity.

(2) Flags for the Ambassador's, Deputy Chief of Mission's, and members of the Political Section's immediate attention high-interest, sensitive, and fleeting information to inform their decision-making on fast-moving political events.

(3) Demonstrates knowledge of the Kosovo constitution, Assembly rules of procedure, and other relevant documents; uses this knowledge to assist in the creation of U.S. Embassy legislative strategies. Obtains information from published sources such as the daily press (both Kosovar and Serbian), periodicals and various published materials, and international and local organizations' reports, and unpublished sources. Prepares factual and analytical reports on all aspects of the political and social situation in Kosovo.

(4) Serves as specialist on issues related to Kosovo's majority Albanian political parties. Provides in-depth insights on and interprets the significance of important past and present events, developments and trends. Identifies important events and developments within those political parties that require enhanced monitoring by U.S. Embassy personnel.

(5) Forecasts likely future developments, including the outcome of general and municipal elections; and recommends courses of action to the Ambassador, Deputy Chief of Mission, and members of the political section. As required, and in consultation with Mission management, presents formal demarches to host-government officials and other Kosovar politicians. Makes substantial contributions to biographic reports on key public figures.

(6) Writes summaries on political developments of high interest to U.S. policy-makers. Written communication skills expected to be of a level needed to convey subtle details and nuances.

(7) Develops and maintains an extensive range of mid- and high-level contacts in the government and opposition political parties, the media and other institutions and NGOs, to obtain first-hand information and interpretations of events.

(8) Attends legislative sessions and committee meetings in the Kosovo Assembly, political party meetings and conventions, and undertakes solo field trips to observe and report on conditions.

(9) Introduces Ambassador, Deputy Chief of Mission, and Pol/Econ officers to important local contacts. Sometimes interprets for the COM in meetings with local officials, politicians and community leaders, and accompanies him/her on field trips as necessary. Briefs visiting officials on current political and social issues and developments in Kosovo. Facilitates their contacts with senior officials and other important figures. Interprets for American officers, including visitors, in politically sensitive meetings or where nuance is important.

(10) Other tasks as assigned by the Section Chief.

**REQUIRED QUALIFICATIONS:**

**Education:** University degree in political science, journalism, history, or related field in which analytic skills are developed.

**Prior Work Experience:** Five to seven years prior experience as journalist, political analyst, political party staffer or in similar position requiring extensive political analysis.

**Language Proficiency:** Level 4 English & Albanian (fluency); Level 2 Serbian (limited knowledge).

**Knowledge:** Must have thorough knowledge of the Kosovo constitution, Assembly rules of procedure, and other relevant documents; uses this knowledge to assist in the creation of U.S. Embassy legislative strategies. Must be an expert on Albanian- majority political parties, their structures, and leadership personalities.

**Skills and Abilities:** Outstanding interpersonal skills mandatory for this position. Must be able to express self clearly in English and Albanian, to summarize and explain U.S. policy to interlocutors, and advocate on behalf of U.S. interests. Must have excellent oral briefing skills, and be able to write analytical summaries in English. Required to maintain numerous contacts with political entities at all levels.

**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 successfully pass a background investigation conducted by the Regional Security Office.

**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:**

Hand deliver to:

Embassy Human Resources Office

**Rr. Nazim Hikmet Nr.30**

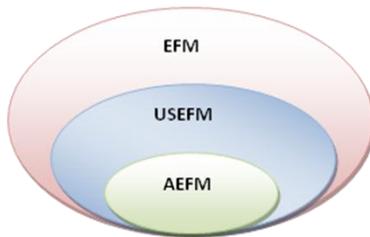
10000 Pristina, Kosovo

**CLOSING DATE FOR THIS POSITION: JUNE 3, 2014 - 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).