

**U.S. EMBASSY KUWAIT
VACANCY ANNOUNCEMENT NO. 024-14**

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: COMMERCIAL SPECIALIST
FSN-405-10*; FP-05 (steps 5 through 14)**

OPENING DATE: August 10, 2014

CLOSING DATE: August 24, 2014

WORKING HOURS: FULL-TIME; 40 hours/week

SALARY: Full Performance Level:
Not-Ordinarily Resident (NOR):
US\$48,822 p.a. through US\$63,702 ; Position Grade: FP-05
(steps 5 through 14)
(** Final grade/salary to be determined by HR/OE –
NEA/EX/HRD)

Ordinarily Resident (OR): KD13,952 p.a. (Starting Salary)
Position Grade: FSN-10
* Actual grade and salary will be based on the qualifications
of the applicant.

IMPORTANT NOTE

All U.S. Citizens (USEFMs, EFM's or MOHs as defined below) of U.S. Government Employees assigned to the Mission and under Chief of Mission (COM) authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kuwait is seeking an individual for employment in the position of Commercial Specialist in the Foreign Commercial Services Office.

BASIC FUNCTION OF THE POSITION

The incumbent serves as a Commercial Counselor for FCS Kuwait. Provides on-the-job training when necessary and appropriate. Manages the work flow and assigns actions on reporting requirements to ensure that high quality commercial intelligence and timely feedback on important issues is made available to headquarters. Responsible for establishing and developing systems and work procedures to streamline the information flow in the office. Develops, plans and manages the trade promotion for industrial events for FCS Kuwait.

Duties Include:

- Researches, analyses, and reports to those government of Kuwait economic and trade policies which impact on opportunities for U.S. firms and on market trends and developments in certain complex industries which are critical to U.S. business interests. Handles export control issues, including conduct of pre-license checks, reporting to commerce, and counseling Kuwaiti importers of sensitive hi-tech U.S. goods and equipment on U.S. export administration regulations and procedures.

- Counsels Kuwaiti and U.S. business people on their respective interests concerning the availability of American equipment and technology and the local business environment and opportunities in Kuwait. Introduces key government officials and potential business partners to visiting U.S. business executives and arranges appropriate appointments. Develops and maintains a wide range of high level contacts in the government, private sector, trade and professional organizations. Advises U.S. officers on important and complex issues such as intellectual property and other issues relating to Kuwait-U.S. trade.
- Directly responsible for monitoring/reporting trade opportunities, international marketing insight reports (IMI), and trends and changes within the following industrial sectors: Franchise; Tourism; Information Communication Technology; Architecture, Construction and Engineering.
- Business Matchmaking and other CS products and services
Responsible for identifying distributors, representatives, or joint venture candidates under the Gold Key Service (GKS) and International Partner Search (IPS), prepares company background checks (ICP) as requested. S/he also investigates and makes recommendations for the resolution of complex and sensitive trade complaints and advocacy cases presented by U.S. firms
- Trade Events
Proposes trade events (trade missions, exhibitions, seminars, webinars etc) within the assigned sectors of responsibility. As events are approved, s/he works to implement them as the leader of a team that includes promotion, recruitment, and administrative staff (team may include Department of Commerce HQ staff as well as trade associations and/or trade fair authorities). Specific responsibilities include: organizing logistics and event/meeting schedules; preparing promotional materials, drafting market research and briefing materials; preparing and monitoring budgets, supervising contractors, managing promotion and recruitment, and preparing end-of-show reports.
- Counseling
The incumbent stays up-to-date in regulatory matters affecting assigned sectors as well as general trade issues. These may include laws, regulations, standards, procedures and other legal matters affecting the importation of U.S. goods and services. The incumbent advises U.S. firms, CS offices, and other U.S. government personnel regarding issues as well as effective strategies for market entry and participation in major projects. S/he responds to a wide range of trade inquiries from U.S. firms seeking to export, as well as requests from local firms and/or government institutions interested in buying U.S. products and services. S/he prepares talking points and speeches in both English and local language, and gives presentations on CS programs and bilateral commercial relations to business audiences in both the U.S and host country.
- Market Research
Prepares market studies in assigned sectors, analyzing statistics and forecasting trends in trade, production and markets, assuring the maximum degree of accuracy, completeness and reliability in the final report. Sources of information include official government contacts and reports, industry and trade association contacts and reports, trade directories and websites.

- Trade Contacts and Market Development

The incumbent is the principal advisor to the Commercial Officer in the sectors of assigned responsibility. In this capacity, s/he develops and maintain a wide range of contacts vital to U.S. Commercial interests, including senior level government officials, top executives in banking, commerce, industry and trade associations within the assigned industry sectors.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree in Commerce, Economics, Marketing, Business Administration, Public Relations, Political Science. **Education may be substituted with experience in accordance with Department policy.**
2. Five years of progressively responsible experience in economic, commercial, marketing or public relations field.
3. Level IV in English and Arabic. (Speaking/Reading/Writing). **Language skills will be tested.**
4. Expert knowledge of both the U.S. & Kuwaiti economies, business customs, practice, market channels, laws, regulations and policies related to assigned commercial functions.
5. Ability to render sophisticated advice with detachment and objectivity, employing sound professional judgment.
6. Skill in the use of computer programs such as MS Word, MS Excel and Outlook.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

NOTE: Only qualified applicants will be called for a test/interview.

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 U.S. 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 applicants for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's websites:
<http://nea.p.state.sbu/sites/kuwait> ; <http://kuwait.usembassy.gov> **OR**
2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174) (see Appendix B); **OR**
3. A combination of both (i.e., Sections 1-24 of the UAE along with the listing of the applicant's work experience attached as a separate sheet); **AND**
4. Copy of high school certificate/university degree (per the qualification requirement above); **AND**
5. Copy of the Civil ID and passport (including the residence permit page); **PLUS**
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION (BEFORE THE CLOSING DATE) TO:

Human Resources Office
U.S. Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

OR

Email the application to: HROKuwait@state.gov

NOTE: Incomplete or late applications will not be considered.

POINT OF CONTACT

Human Resources Office
Telephone: 2259-1001

CLOSING DATE FOR THIS POSITION: COB August 24, 2014

The U.S. Mission in Kuwait 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 A DEFINITIONS



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

1. **Eligible Family Member (EFM)**: An individual related to a U.S. 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% 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% dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. 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:
 - a) 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
 - b) 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.

An 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. An MOH does not have to be a U.S. 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 U.S. 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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

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 (if known)
- 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