

**U.S. EMBASSY KUWAIT
VACANCY ANNOUNCEMENT NO. 013-15**

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: CULTURAL AFFAIRS SPECIALIST
FSN-402-10*; FP-05** (Step 5 through Step 14)

OPENING DATE: March 16, 2015

CLOSING DATE: March 29, 2015

WORKING HOURS: FULL-TIME; 40 hours/week

SALARY: Full Performance Level:
Not-Ordinarily Resident (NOR):
Position Grade: FP-05 (Step 5 through Step 14)
US\$ 48,338 p.a. through US\$ 63,072 p.a.

Ordinarily Resident (OR): KD 13,952 p.a. (Starting Salary)
(Position Grade: FSN-10)

IMPORTANT NOTE

All U.S. Citizens (USEFMs, EFM 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 individual for employment in the position of Cultural Affairs Specialist in the Public Affairs Section.

BASIC FUNCTION OF THE POSITION

The Cultural Affairs Specialist is the senior cultural affairs staff person in the Public Affairs Section. The Specialist is responsible for supporting the work of the U.S. Mission by providing expertise with respect to high-level contacts in the educational, civil society, fine arts, and other sectors of Kuwaiti society. The Specialist maintains strong contacts with NGOs, societies, associations, universities, and women activists and leaders representing a variety of fields. In this regard, the Specialist possesses the comprehensive, in-depth knowledge of Kuwaiti politics, economic structure, educational system, social networks, government operations, and procedures required to advise senior officers of the Embassy on cultural matters and to manage in the most effective manner the Mission's key public diplomacy tools, primarily U.S. Government-funded academic and professional exchange programs. The Specialist reports to the Cultural Affairs Officer (CAO), with oversight by the Public Affairs Officer (PAO).

Duties Include

- Management of the International Visitor Leadership Program. In this capacity, the Specialist closely cooperates with other Embassy sections to identify, recruit, and recommend appropriate exchange program participants based on interpersonal relations with high-level contacts in a broad range of sectors of Kuwait society. Throughout the program year, the Specialist interviews nominees to elicit relevant biographical material, drafts the initial nominating cable, and independently follows up and maintains communication with relevant Washington office counterparts in the Bureau of Education and Cultural Affairs. S/he works in close coordination with the Cultural Affairs Officer to organize the annual IVLP Committee Meeting chaired by the DCM. The Specialist deals with all information requests from Washington regarding exchange program participants. Upon acceptance of the nominee to a program, the Specialist briefs them prior to departure to the U.S., works with them and Washington colleagues to finalize all administrative components of the program, including visa processing and travel arrangements. The Specialist arranges for debriefing of the participant by Embassy staff upon return to Kuwait.
- Management of all Fulbright offerings, including Fulbright Students, Scholars, Specialists, and Language Teaching Assistants. In this capacity, the Specialist works closely with the PAO and other PAS staff to identify partner organizations to host various Fulbrighters, working out the details of the arrangements and cost sharing. The Specialist is the first point of contact for visiting Fulbrighters while in country and assists them with exchange arrangements as needed. The Specialist arranges the travel logistics with ECA staff in Washington and works with the Administrative Assistant on any grant-related issues.
- Coordinates the Office of International Information Program's (IIP) U.S. Speaker and Strategic Speakers Programs at post. The Specialist ensures the proper coordination of the program between post and IIP. Using his/her extensive knowledge and insight into Kuwaiti society, the Specialist determines which speaker programs would be most viable, effective, and impactful in the current socio-political environment. S/he identifies and advises CAO and PAO on most fitting host institutions or sponsors, venues, and interlocutors for visiting American speakers, as well as determines the proper target audiences to address. S/he drafts a schedule of program activities including lectures, seminars, symposia, etc. The Specialist maintains continuous correspondence with the visiting expert prior to his/her arrival and coordinates all logistical arrangements for the visitor. The Specialist briefs the visitor on local arrangements, protocol, and considerations. Working with the Administrative Assistant, s/he obtains the appropriate financial grants, accompanies the speaker throughout the itinerary, and handles any unforeseen complications or changes that may arise. The Specialist coordinates with the Press & Media Specialist to arrange for press coverage opportunities for speakers to ensure targeted and mass dispersal of major policy messages. The Specialist assists the CAO to determine fitting follow up activities. The Specialist drafts activity reports for the Mission Activity Tracker (MAT).
- Event coordination. The Specialist develops guest lists for Public Affairs programs and activities, as well as for representational events for the Ambassador, DCM, and PAO, in cooperation with the Public Affairs Administrative Assistant or the Ambassador's Protocol Assistant. The Specialist drafts activity reports for the Mission Activity Tracker (MAT).
- Supervision of Cultural Affairs Assistant. The Specialist works in close coordination with the Cultural Affairs Assistant, supervising and cross-training her as needed to support the objectives outlined above. This may include providing oversight for special projects, event invitations, fine arts programs, etc.
- Serving as an Arabic/English language interpreter during cultural programs or Embassy meetings with the Ambassador, PAO or other principals, or acting as note taker at high-level meetings with Kuwaiti contacts

QUALIFICATIONS REQUIRED

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

1. Bachelor degree in Arts, Education, Social Sciences, or International Relations.
Education may be substituted with experience in accordance with Department policy.
2. Five years of experience in cultural activities, international relations, teaching or related field.
3. Level IV (fluent) Speaking/Reading/Writing English, and Arabic.
Language skills will be tested.
4. Extensive knowledge of Kuwaiti's political, economic, social and educational structure. Knowledge of government institutions and audiences in cultural and academic arenas. Knowledge of the U.S. society, art, culture, education, social and political processes and willingness to learn about State Department exchange programs.
5. Ability to develop and maintain access to high level contacts in cultural, governmental and educational circles in Kuwait. Administrative ability to executive responsible and difficult work in thematic, exchanges or cultural programs. Ability to draft correspondence and reports in English and Arabic. Skill in the use of computer programs such as MS Word and MS Excel. Possess a valid Kuwaiti driver's license. Must be available to attend after-hours events as needed.

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 or 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 March 29, 2015

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

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