Internal notification from your Human Resources Section

For: All Staff

Vacancy Announcement 2013-20A– Commercial Assistant, Trainee Level I
Ref: Applicants who responded to Vacancy Announcement 2013-12A and 2013-15A need not reapply as their applications will be considered.

Open to:	All Interested Candidates
Position:	Commercial Assistant
Opening date:	June 6, 2013
Closing date:	June 13, 2013
Work hours:	Full time

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 Bishkek is seeking an individual for the position of Commercial Assistant in Pol/Econ Section.

Basic function of position

Plans and implements Embassy commercial activities to generate U.S. exports of goods and services (purchases of U.S. products and services), facilitate successful U.S. investment in Kyrgyzstan, and foster other types of U.S.-Kyrgyz commercial collaboration concretely advancing U.S. business interests. Preparation of Market Reports and Leads - Gathers market information to prepares market summaries and leads in order to facilitate U.S. exports to and investment in Kyrgyzstan. Prepares content for use by local companies in Kyrgyzstan on doing business with the United States.

A. Counseling and Provision of Market Information - Responds to client market inquiries as directed by supervisor.
B. Client and Contact Development - Develops and maintains working-level contact with potential commercial partners, as well as in government, business associations, and at other resources helpful to US firms wishing to do business in Kyrgyzstan. Promotes use of USG services among such groups.
C. Follow-up - Conducts follow-up on activities to advance companies to successes and determine the impact of Embassy commercial activities.
D. Handles administrative and logistical tasks, including those related to budgets, correspondence, and travel.

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

Education: University degree in Social science, business, humanities or technical science is required.

Experience: 1 year experience in international trade or organizations, international policy, relations, business, politics or similar is required. Professional experience preparing policy, political, economic or market research, analysis, and reporting (in English-language) is required.
Experience developing new contacts and maintaining relationships, and generating collaborative projects is required.

Languages: Level 4 fluency in both written and spoken English; Level 5 Russian. (*Language proficiency will be tested.)*

Knowledge: Good working knowledge of the environment for U.S. exports to and investment in Kyrgyzstan, including but not limited to local business practices, trade and investment policies, operational issues.

Skills and abilities: Strong analytical and writing skills (including excellent writing organization) applied to identifying and summarizing key business developments, opportunities, and practical tips. Must be able to write well in English, including on business issues. Ability to create and maintain a network of useful contacts with local private sector, government, and associations who can facilitate U.S. exports to and investment in the region. Ability to work with active remote but low local supervision to carry out responsibilities in a timely manner, and to maintain regular and frequent contact with home office; ability to know when to seek higher-level assistance. Able to complete tasks on time without prompting and to conduct follow-up with contacts to determine the effectiveness of utilizing Embassy commercial services and programs.
Effective interpersonal skills, proactive communication and good team skills for: keeping colleagues and home office quickly and regularly informed of (and engaged in) activities, relevant developments and related information; developing and maintaining contacts and relationships; and collaboratively advancing the development and effectiveness of Embassy commercial programs.

Computer literacy and basic knowledge of common word-processing software in a Windows environment (e.g., MS-word); at least level 1 typing skills are also mandatory.

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.

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 candidates 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); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Submit application to

Human Resources Office, U.S. Embassy Bishkek
Address: Prospect Mira, 171, Bishkek, Kyrgyz Republic
Or e-mail: BishkekHR@state.gov

Point of contact

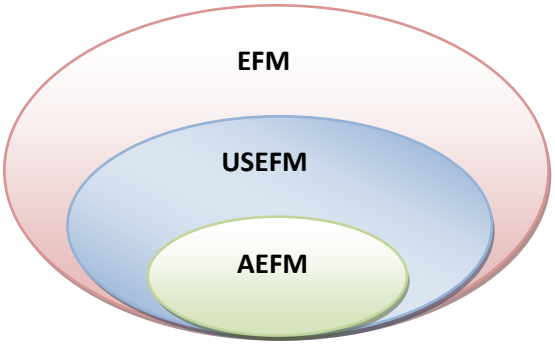
Telephone: +996-312-551-241 (Ask telephone operator to transfer the call to the Human Resources Office.) Fax: +996-312-551-264

Closing date for this position: June 13, 2013 by close of business at 1700

The U.S. Mission in Bishkek 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 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. **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:
     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 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