



Vacancy Announcement 2015-42A –Cultural Affairs Assistant, Training Level I

Ref: 2015-42

Open to: All Interested Candidates
Position: Cultural Affairs Assistant
Opening date: September 18, 2015
Closing date: Open Until Filled
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 Cultural Affairs Assistant in the Public Affairs Office.

Basic function of position

The incumbent serves as the Mission's principal cultural affairs expert, independently identifying, planning and administering cross-the-board and multi-media thematic cultural programs of great scope and complexity throughout the Kyrgyz Republic in order to provide better understanding of U.S. society and culture among target audiences of the host country and to promote mutual understanding between the peoples of the United States and Kyrgyzstan. Establishes and maintains extensive professional contacts at the highest levels among the country's cultural elites and other high-level target audience members for the purpose of supporting the Mission priorities through U.S. cultural exchange programs. As the Mission's cultural expert, proposes cultural diplomacy strategies to the PAO and CAO, following research and monitoring of developments in the cultural environment in the Kyrgyz Republic and the United States.

Supervises one Cultural Affairs Assistant who handles sports exchange and U.S. Speakers programs, and the Ambassador's Fund for Cultural Preservation. Also provides daily guidance to the director of the American Music Center who coordinates cultural outreach programs and activities at the off-site Center. Reports directly to the Cultural Affairs Officer.

These functions are conducted in the Public Affairs Section, which currently includes four American and fifteen local employees.

Qualifications required

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

Education: University or institute degree in the liberal arts, performing arts or visual arts is required.

NOTE: Liberal arts degrees include degrees in languages, linguistics, literature, arts, philosophy, psychology, religious studies, the social sciences (economics, geography, political science, sociology, history); and the natural sciences (biology, chemistry, physics, astronomy, earth science).

Experience: Minimum 4 years of progressively responsible experience in arts management, cultural activities, or teaching at cultural/art institutions is required.

NOTE: Experience in cultural activities would include outreach coordination, event and program administration, management of, consulting on, or serving as a trainer or facilitator for activities or programs that educate the public or particular groups about topics or issues they would not typically be exposed to, or that aim to increase mutual understanding between segments of the population.

Languages: Level IV (Fluent) in English, Level IV (Fluent) in Russian and Level III (Good working knowledge) in Kyrgyz is required. (*Language proficiency will be tested.*)

Knowledge: Standard knowledge of Kyrgyzstan's political, cultural, economic, social, and educational structure, institutions, political parties, and cultural movements; historical development; and key figures in Kyrgyzstan's cultural and educational circles is required. Basic knowledge of US society, art, culture, education, social and political processes, as well as arts history and trends in performing/visual arts is required. Standard knowledge of project management is required.

Skills and abilities: Ability to learn to supervise and lead a team effectively in order to successfully implement complex programs. Ability to learn to independently develop and maintain extensive high level contacts in cultural, governmental, and educational circles. Ability to learn to independently initiate and oversee a variety of administrative and programmatic details in connection with cultural diplomacy strategy. Ability to handle multiple programs simultaneously, planning ahead, and prioritizing tasks of self and team so as to ensure orderly program execution, and to draft proposals, reports, and correspondence in English and Russian. Good organizational skills and ability to maintain calm of self and team even in stressful working conditions. Ability to communicate effectively at all levels, both internally and externally and among local and American contacts. Ability to draw from and find linkages with other public diplomacy programs in order to maximize synergies of public diplomacy programs to achieve Mission goals. Good skills in event planning and arts management. Ability to understand and describe to others U.S. policy and the fundamental values underlying the structure of U.S. government, law, education, culture, and media. Must be familiar with Microsoft and Adobe applications and social media tools. Good cross-cultural skills to communicate effectively and resolve conflicts in a multi-national, multi-lingual working environment.

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

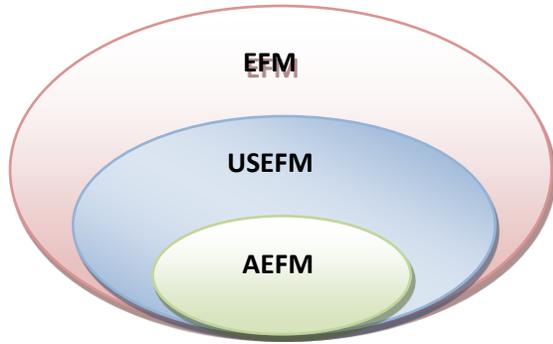
Telephone: + 996-312-597-000 (Ask telephone operator to transfer the call to the Human Resources Office.) Fax: +996-312-597-744.

Closing date for this position: Open Until Filled

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.

- Position Title
- Position Grade
- Vacancy Announcement Number (if known)
- Dates Available for Work
- First, Middle, & Last Names as well as any other names used
- Current Address, Day, Evening, and Cell phone numbers
- U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- 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