Internal notification from your Human Resources Section

For: All Staff

Vacancy Announcement 2014-31 –Cultural Affairs Assistant- Full Performance Level

Open to:	All interested candidates
Position:	Cultural Affairs Assistant, FSN-8, FP-6*
Opening date:	June 18, 2014
Closing date:	July 2, 2014
Work hours:	Full time
Salary:	*Not-Ordinarily Resident (NOR): Position Grade: FP-06 *Ordinary resident (OR): Position Grade FSN-8

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 primary coordinator for outreach to alumni of U.S. Government exchange programs, and provides key assistance on implementation of a wide range of alumni and educational exchange programs, including educational advising. The incumbent coordinates State Department alumni, exchange, and educational programs and post initiatives in order to promote mutual understanding through direct people-to-people exchange and follow-on activities of alumni. Proposes alumni engagement strategies to the Education Specialist and Cultural Affairs Officer, following research and monitoring of developments in alumni experiences after their return from the United States. Liaises frequently with educational and professional contacts in order to promote exchange programs and maintain contacts with more than 3,000 alumni of USG exchange programs in the Kyrgyz Republic. These exchange and alumni programs are designed to influence the progress of reforms in the Kyrgyz Republic by providing a better understanding of U.S. society, democratic institutions, education, and free market economics. Reports directly to Education Specialist with guidance from the Cultural Affairs Officer (CAO).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Please contact + 996-312-551-241 ext. 4469.

Qualifications required

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

Education: A university degree in the humanities, Public Administration, public policy, management, international relations or Social Science is required.

Experience: 4 years' experience in the field of education, public relations, or NGO development is required.

Languages: Level IV (fluent) in English, Level IV (fluent) in Russian. Level III (good working knowledge) in Kyrgyz are required. (*Language proficiency will be tested.)*

Knowledge: Good working knowledge of key institutions in government, business, academia, and civil society in the Kyrgyz Republic. Good knowledge of educational priorities in the Kyrgyz Republic and the United States. Good knowledge of prominent individuals and positions of influence. Good knowledge of overall Public Diplomacy programs and resources. Good knowledge of U.S. society, religion, culture, educational structure, and social and political systems. Good knowledge of project management.

Skills and abilities: Ability to work well in a team, to draw from and assist other PAS programmatic areas to achieve Mission goals. Ability to communicate effectively with all PAS contacts. Strong organizational ability to carry out details of PAS programs, often working on several projects at a time with overlapping deadlines and under a great deal of pressure. Ability to draft original cables, faxes, e-mails in English and Russian to Department, local contacts, and other recipients. Must have knowledge of Microsoft applications (Word, Excel, PowerPoint, Office Outlook), Social Media (facebook, twitter), Adobe Acrobat, Photoshop. Advanced cross-cultural skills to communicate effectively 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: +996-312-551-241 (Ask telephone operator to transfer the call to the Human Resources Office.) Fax: +996-312-551-264

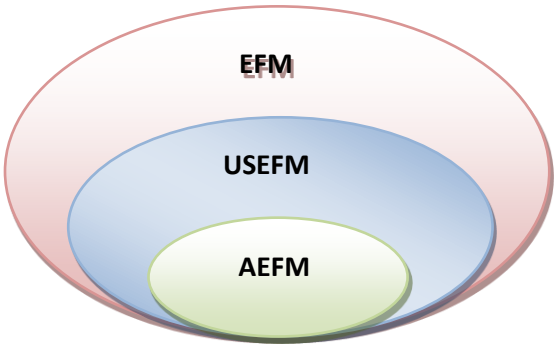
Closing date for this position: Wednesday, July 2, 2014 by close of business at 17:00

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.

Drafted: AAnikina
Cleared: KRoberts
Approved: AWalters

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