



U.S. Embassy Kuala Lumpur
MANAGEMENT NOTICE
#145-2015

TO: All Mission Personnel (All Agencies)

DATE: December 9, 2015

SUBJECT: Vacancy Announcement – Cultural Affairs Assistant (Education USA)

OPEN TO: All Interested Candidates/All Sources

POSITION: Cultural Affairs Assistant (Education USA), FSN-8; FP-6 *

OPENING DATE: December 9, 2015

CLOSING DATE: December 30, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not Ordinarily Resident (NOR) EFM/MOH: US\$45,487 p.a. (starting salary)
(Position Grade: FP-6 salary to be confirmed by Washington)

*Ordinarily Resident (OR): RM54,230p.a. (starting salary)
(Position Grade: FSN-8)

All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration. See definitions for Ordinarily Resident and Not-Ordinarily Resident.

The Embassy of the United States in Kuala Lumpur is seeking an individual for a Cultural Affairs Assistant (Education USA) position dedicated to the Public Affairs Office.

BASIC FUNCTION OF POSITION

Under the general supervision of the Cultural Affairs Officer, the incumbent takes the lead and coordinates with Mission personnel and Educational Advising Centers in Malaysia to develop a country-wide strategy for marketing and outreach for Education USA and advising centers. Ensures that Education USA in Malaysia provides a range of services for all students seeking information about educational opportunities in the United States. Develops outreach materials and strategy for Embassy personnel and advising centers, as appropriate. In coordination with Education USA, develop programs, content and interactive Study in the USA activities at the center. Ensures that outreach provides accurate, comprehensive, unbiased information, advice, and counseling on educational opportunities in the USA for groups and individuals. Oversees the performance of two Education USA advisors.

QUALIFICATIONS REQUIRED

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

Education: A Bachelor's degree in marketing, liberal arts, public relations, advertising, international relations, humanities, communications, journalism, education, psychology, sociology, philosophy, or history is required.

Experience: The position requires at least three years of relevant, progressively responsible experience in marketing, media, business, management or an educational field; Extensive experience in the customer service field required.

Knowledge: Knowledge of marketing combined with outreach skills. Familiarity with Malaysian and U.S. secondary and post-secondary educational systems, as a student, administrator, or instructor. Conversant knowledge of U.S. undergraduate and graduate admissions processes and requirements, including diversity of types of U.S. colleges and universities, of financial aid requirements for international students and of educational options in the United States. With training provided by the Embassy, develop knowledge about relevant information resources including education systems, testing, and U.S. laws and regulations governing international students.

Thorough grasp of political, economic, and social trends in both Malaysia and the United States.

Abilities/Skills: Superior interpersonal skills, including ability to clearly explain tasks and outreach strategies to the highest levels of the Mission, including the Ambassador. Must have sophisticated problem solving and analytical skills necessary to coordinate and lead mission wide efforts to promote study in the U.S. Significant abilities include analytical ability, intellectual curiosity, initiative and resourcefulness. Must be able to plan and execute programs independently and able to plan ahead in year-long cycles. Cultural sensitivity, computer and internet research skills, training skills, and management skills are also essential to the position.

Must have strong public speaking skills and be able to communicate clearly with Malaysian audiences interested in studying in the United States, as well as with interlocutors in the Malaysian government and at Malaysian and American education institutions, occasionally with senior-level decision makers such as university Presidents or Vice-Chancellors.

Must have the ability to write succinctly and clearly at an advanced level to a range of stakeholders and contacts, including students interested in studying in the United States, university administrators, government officials and Embassy staff. Must demonstrate superior ability to convey often complicated instructions in a clear and simple manner.

Language: Level IV (Fluent) in both spoken and written English (will be tested) and Bahasa Malaysia is required.

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.

ADDITIONAL INFORMATION

Note 1: All positions advertised are subject to availability of funds.

Note 2: Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills) and had included all the required documentation. Regret letters will only be sent to short listed candidates and AEFMs.

Note 3: For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

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

Attention: Recruitment

Address: Human Resources Office
Embassy of the United State
P.O. Box 10035
50700 Kuala Lumpur; or

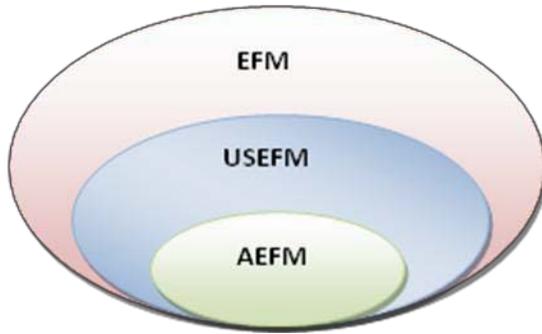
e-mail: KLHRO@state.gov

Telephone: +60-3-2168-5009

The U.S. Mission in Malaysia 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:
 - a. Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - b. 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;
 - c. 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;
 - d. 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:
 - a. U.S. Citizen; and,
 - b. EFM (see above) at least 18 years old; and,
 - c. 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:
 - i. 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
 - ii. 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:
 - a. *Is a* U.S. citizen; and
 - b. 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
 - c. *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
 - d. *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan
 - e. 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:
 - a. Not an EFM; and,
 - b. Not on the travel orders of the sponsoring employee; and,
 - c. 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, and 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:
 - a. Is not a citizen of the host country; and,
 - b. Does not ordinarily reside (*OR*, see below) in the host country; and,
 - c. Is not subject to host country employment and tax laws; and,
 - d. 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:
 - a. Is locally resident; and,
 - b. Has legal, permanent resident status within the host country; and,
 - c. 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. Licenses, Skills, Training, Memberships, and/or Recognitions
- Q. Language Skills
- R. Work Experience
- S. References