



American Consulate General, Mumbai, India

VACANCY ANNOUNCEMENT NUMBER: 14R/2014 READVERTISED

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Specialist; BLA-710002; FSN-6005-10
(Personal Services Agreement)

OPENING DATE: July 14, 2014

CLOSING DATE: July 25, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) – Grade: FP-05 (steps 5 thru 14)
Ordinarily Resident (OR) – Grade: FSN-10*
* starting salary will be determined on the basis of qualification and experience, and/or salary history

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General in Mumbai is seeking an individual for the position of “Cultural Affairs Specialist” in the Public Affairs Section.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted (refer to application procedure below).

NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT NO. 14/2014 NEED NOT REAPPLY. THEIR APPLICATIONS WILL BE CONSIDERED.

Only shortlisted applicants will be called for the interview.

BASIC FUNCTION OF POSITION

Under the general supervision of the Public Affairs Section leadership team and the Senior Cultural Affairs Advisor, the incumbent is responsible for initiating, developing, planning and implementing public outreach programs in Western India. The Cultural Affairs Specialist establishes and maintains strong working relationships with key members of government, business, and civil society, including NGOs and academic organizations in the Consulate’s five-state district. Through these relationships, assists U.S.

Consulate personnel in understanding political, economic, and social trends in the consular district and in designing effective public outreach activities to advance U.S. foreign policy objectives and strengthen the U.S.-India bilateral relationship.

The Cultural Affairs Specialist has the authority to make program commitments on behalf of the Public Affairs Section, in consultation with the Section's leadership. S/he is required to advise, make recommendations, and take an active part in decision-making. Collaborates closely with other parts of the Consulate and U.S. Mission to India and provides advice and support to their outreach and program activities in Western India. The incumbent facilitates a continuing exchange of ideas between Americans and Indian audiences. This position requires the incumbent to pull together different elements of programs, often occurring within days of each other, with minimal supervision.

QUALIFICATIONS REQUIRED

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

1. Master's degree in management, humanities, social sciences or international relations required.
2. Six years of progressively responsible experience in a cultural institution whose activities are similar to those of the Public Affairs section or in a university teaching in one of the above fields out of which three years of progressively responsible experience in cultural administrative management is required.
3. Level IV (Fluency) (speaking, reading and writing) in English and Level IV (Fluency) in Hindi or another language of Western India required (speaking and reading) is required. **(When applying for the position, please indicate your level of proficiency for the language.)**
4. Expert understanding of the social, economic, and political trends in the states of Maharashtra, Gujarat, Madhya Pradesh, Chhattisgarh and Goa in particular, and India in general. Strong understanding of United States government, economy, policy-making process, society, and culture, including foreign policy objectives and issues in the U.S.-India relationship. Knowledge of, and ability to initiate and maintain contact with, government officials, the judiciary, academics, institutional leaders, professional and religious organizations, NGOs and opinion makers.
5. Must have personal standing in the community and the intellectual ability to initiate, maintain, and develop contacts with the highest level officials/leaders in state and local governments, economic, political, social, religious, and cultural institutions and organizations. Must be creative and able to conceptualize and initiate innovative and complex program activities. Excellent managerial and organizational skills required. Ability to draft reports and correspondence in English. Ability to juggle many tasks and to assess problems and develop realistic solutions. Excellent interpersonal skills. Excellent managerial and organizational skills. Strong intellectual skills, analytical ability, written and oral communication skills, including ability to draft briefing material, summaries, and program reports, and ability to stimulate dialogue, listen, negotiate, and persuade contacts and colleagues. Must be able to exercise sound judgment and integrity in advising on all aspects of the Consulate's public outreach. Basic technical competence in Microsoft Office tools and Internet use, including use of social media platforms.

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) is available on our website http://mumbai.usconsulate.gov/human_resources.html **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

American Consulate General
Attention: The Management Officer
C-49, "G"-Block
Bandra-Kurla Complex
Bandra (East)
Mumbai 400 051.

POINT OF CONTACT

Human Resources Office
Tel: (022) 2672-4000 Extn.: 4471/4797/4354
Fax: (022) 2672-4524
E-mail: MumbaiHRCareer@State.gov

CLOSING DATE FOR THIS POSITION: July 25, 2014

The U.S. Mission in Mumbai 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 By: M/HR – RRajmohan/SKombath
Approved By: PAS – AChakravorty
Cleared By: MGT – DO'Neil

[Appendix A](#)

DEFINITIONS

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.

4. **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.

5. **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

DEFINITIONS

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
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References