



## American Consulate General, Mumbai, India

### VACANCY ANNOUNCEMENT NUMBER: 59/2012

**OPEN TO:** All Interested Candidates

**POSITION:** Cultural Affairs Assistant (Alumni Outreach & Program Coordinator)  
BLA-710009; FSN-6005-08  
(Personal Services Agreement)

**OPENING DATE:** October 1, 2012

**CLOSING DATE:** October 16, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) – Grade: FP-06  
Ordinarily Resident (OR) – Grade: FSN-08\*  
\* 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 Assistant (Alumni Outreach & Program Coordinator)” 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).

**Only shortlisted applicants will be called for the interview.**

#### BASIC FUNCTION OF POSITION

Under the direct supervision of the Senior Program Advisor, and in consultation with the Assistant Cultural Affairs Officer (CAAO), Cultural Affairs Officer (CAO), Alumni Coordinator in Delhi and ECA Alumni Coordinator in Washington, the Cultural Affairs Assistant for Alumni Outreach and Programs is responsible for promoting greater contact with and cooperation among alumni of USG-sponsored educational, cultural and professional exchange programs for the jurisdiction of the U.S. Consulate General, Mumbai, which includes the five states of Maharashtra, Gujarat, Madhya Pradesh, Goa, and Chhattisgarh.

The goal is to increase involvement of alumni and related Mission contacts in areas where they can promote USG goals. The incumbent accomplishes this goal by: developing and implementing an alumni outreach strategy; organizing sophisticated and creative events and programs for countrywide alumni audiences; integrating alumni into all Mission programs; preparing and disseminating news and information of general interest to alumni; managing ECA-funded alumni grants; maintaining various alumni related databases that interfaces with the ECA Alumni Archive; creating/maintaining country and/or program communities on State Alumni; contributing content to this website and coordinating the promotion of the State Alumni website among the different alumni audiences throughout the consular district. The incumbent will work closely with the Exchanges Coordinator.

## QUALIFICATIONS REQUIRED

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

1. A University degree in the social sciences, liberal arts, business, education, international relations or related fields is required.
2. Two years or more work experience at an Embassy/Consulate, University, Institute, NGO or comparable institution with progressively responsible experience in programming activities.
3. Level IV (fluency) English (speaking, reading and writing) is required as is Level IV Hindi (speaking, reading and writing) or a language of Western India (Gujarati/Marathi). **(when applying for the position, please indicate your level of proficiency for the language)**
4. Must understand the Mission's priorities and how programming and outreach activities can further these goals. Must be intimately familiar with India's government, business, education, cultural, and NGO sectors.
5. Must be able to provide sophisticated programming and outreach activities for a diverse audience of alumni that both advances mission priorities and helps to strengthen the alumni's understanding of American policies, values and society; must do so in the most cost-effective manner possible. Must have good computer skills i.e. Microsoft Word, Excel and PowerPoint.

## 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](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  
Human Resources Office  
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.: 4471/4354  
Fax: (022) 2672-4584  
E-mail: [MumbaiHRCareer@State.gov](mailto:MumbaiHRCareer@State.gov)

**CLOSING DATE FOR THIS POSITION: October 16, 2012**

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 - SKombath

Approved By: PAS - AGrimes

Cleared By: Actg. MGMT - EWalker

## [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