

# EMPLOYMENT VACANCY

## AMERICAN EMBASSY WELLINGTON

**POSITION TITLE:** Information Resource Center Librarian

**DATE:** August 19, 2007

**NO:** VA 07-18

**TO: ALL CANDIDATES**

Opening Date: August 17, 2007  
Closing Date: August 31, 2007  
Commencement date: As soon as possible  
Work Hours: Full Time - 40 hours per week  
Salary: Applicants who are ordinarily resident in New Zealand  
FSN – 08  
(Step 1: NZ\$56,095)  
  
Eligible Family Members  
FP- 05 (Step 1: US\$40,118)  
*\* Actual grade will be determined by the Department*

The Public Affairs Section is seeking an individual for the full-time, American Resource Center (ARC) Librarian position. The IRC Specialist will provide day-to-day supervision with guidance provided by the Public Affairs Officer.

### **BASIC FUNCTION OF POSITION:**

Provides research, outreach, and collection development of wide scope. Researches information using the American Resource Center (ARC) electronic and traditional resources, to respond to complex inquiries for information from the target audience, and Mission staff. Develops and maintains contact with target audience members. Position is located in the Public Affairs Section at AmEmbassy, Wellington, New Zealand.

### **REQUIRED QUALIFICATIONS**

1. A tertiary degree.
2. Must have a professional library qualification
3. A minimum of 2 years progressively extensive experience in the field of information research is required.
4. An extensive knowledge of major reference tools and services, including internet.
5. Must have good English both oral and written; and a high degree of computer literacy.
6. An in-depth knowledge of New Zealand, and U.S. foreign affairs policies and legislation.
7. Excellent service orientation to target audience, interpersonal, and cross-cultural skills are required.

## **SELECTION PROCESS**

After an initial application screening, the best-qualified applications will be reviewed by the Position Supervisor (and the Post Employment Committee when appropriate) who will prepare a short-list of applicants, in ranking order, for consideration. It is therefore essential that all candidates address the above criteria in their application. Applicants may be invited to a testing process, which will include an oral interview. Applicants must be eligible for appointment under Host Government laws and regulations.

## **ADDITIONAL SELECTION CRITERIA**

The Embassy will consider issues such as conflict of interest; nepotism, budget implications, visa status and whether candidate has a work permit in determining successful candidacy.

NOTE: As a general rule probationary employees are not eligible for positions, which become available during their probation period, however, a waiver may be granted when probationary employees have previous experience directly related to the duties of this position.

FOR APPLICANTS NOT CURRENTLY HIRED BY THE USG: Candidates for employment are normally hired at the first step. In some instances, candidates may be hired at a higher step when exceptional qualifications so warrant. The decision will be made by the Management Officer with the concurrence of the employing agency.

FOR APPLICANTS CURRENTLY HIRED BY THE USG: The US Mission in New Zealand is committed to the career development of its employees, and encourages current staff to seek opportunities for advancement consistent with their capabilities and with organizational needs.

If all the required criteria are met, internal candidates selected for positions above their current grade will be promoted, consistent with applicable regulations. If a successful candidate does not possess all of the required criteria for the new position for which s/he has been selected, s/he will be reassigned at a grade lower than the target grade of the new position, and trainee levels will be established. The decision will be made by the Management Officer.

## **TO APPLY**

Applicants interested in this position should submit the following:

1. A letter summarizing your qualifications, and providing examples by addressing the selection criteria (Minimum requirements and Desired skills/abilities) stated on p.1 of this announcement, AND
2. A curriculum vitae if not already on file.

Please note that any successful applicant from a constituent post would have to pay his/her own travel and removal expenses.

SUBMIT APPLICATION TO:

Human Resources Office  
U.S. Embassy  
PO Box 1190, Wellington  
Or e-mail: [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

Clearly indicate on the application form that you are interested in the Information Resource Center Librarian position, Embassy Wellington

**CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS, August 31, 2007**

AN EQUAL OPPORTUNITY EMPLOYER

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