



ECONOMIC AND SCIENCE ADVISOR (Wellington)

The Embassy of the United States of America in Wellington is seeking a long-term Economic and Science Advisor to support the Embassy's Political/Economic Section.

If you are a professional who is driven, flexible and enjoy working in a busy environment, then this position is for you! Working in an organization with very low employee turnover, this stable, secure advisory position is a permanent, full-time vacancy. Under the guidance and direct supervision of the Economic Officer, the Economic and Science Advisor has responsibility for providing reporting, research, and analysis on economic, trade, scientific and health issues of interest to the Embassy, contributing to congressionally mandated reports, and building and maintaining external relationships. The incumbent also has responsibility for handling inquiries on U.S.-NZ relations, political and economic issues, and assist in the drafting of speeches and social media posts.

Ideal candidates will possess the following experience and qualifications: Completion of a Bachelor degree, preferably in Economics, International Relations, Business, Liberal Arts, Public Administration, Political Science or related field; two to three years progressively responsible experience in economics, politics, international relations, or other closely related field; familiarity with New Zealand and U.S. political, economic, social and cultural issues; and experience in drafting memos and policy/research papers.

We are looking for someone with a thorough knowledge of New Zealand's political, economic, foreign affairs, social structures, mass media, key figures, and institutions. It is expected that the incumbent is conversant in Maori customs and be familiar with U.S. political and economic structure and history. The successful candidate is expected to have outstanding writing skills with an ability to research, analyze and present policy papers. Your ability to develop and maintain high level contacts within the political/economic/diplomatic arena; and be able to clearly articulate U.S. and host government positions on a variety of issues is critical.

The starting salary for this position is \$66,631 gross per annum, with some special benefits e.g. both U.S. and New Zealand Holidays - a total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks which can take 4-6 weeks.*

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov.

Applications close at 5pm on Friday 1 March, 2013.

***Note:** Due to the volume of applications, only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the U.S. Government as a potential employer.*