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UNITED STATES MISSION POLAND
VACANCY ANNOUNCEMENT

No. 15-17	COMMERCIAL SPECIALIST EMBASSY WARSAW	April 7, 2015
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OPEN TO: All Interested Candidates
POSITION: Commercial Specialist, FSN-10/FP-5* (steps 5 through 14)
OPENING DATE: April 7, 2015
CLOSING DATE: April 21, 2015
WORK HOURS: Full-time (40 hours per week)
SALARY: *Not-Ordinarily Resident: US\$ 57,270 (yearly gross starting salary)
(Position Grade: FP-5 to be confirmed by Washington)
*Member of Household: US\$ 49,311 (yearly gross starting salary)
*Ordinarily Resident: PLN 125,474 (yearly gross starting salary)
(Position Grade: FSN-10)

IMPORTANT NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The **U.S. Embassy in Warsaw** is seeking an individual for the position of **Commercial Specialist** in the Foreign Commercial Service Section.

BASIC FUNCTION OF POSITION

Serves as professional analyst and advisor to the U.S. staff in planning, organizing and administering programs to facilitate the marketing and sales of U.S. goods and services into the Polish market. Assists U.S. firms by developing and organizing marketing strategies; ensuring high-quality matchmaking; market research and reporting; planning trade events and opportunities, and bringing U.S. and Polish business representatives together. Analyzes market trends and evaluates market research involving the sectors for which responsible.

The incumbent is responsible for the identification of Polish distributors, representatives, or joint venture candidates through fee-based services including the Gold Key Service, International Partner Search, contact list service, Platinum Key, Flexible Market Research, BuyUSA and the Single Company Promotion program. Stays up-to-date in regulatory matters affecting assigned sectors as well as general trade issues. These may include laws, regulations, standards, procedures, and other legal matters affecting the importation of U.S. goods and services. Serves as the principal advisor to the Senior Commercial Officer or Principal Commercial Officer and other American officers in the sectors of assigned responsibility. In this capacity, he/she develops and maintains a wide range of contacts vital to U.S. commercial interests, including senior level government officials, top executives in banking, commerce, and industry, and trade associations within the assigned industry sectors. The incumbent proposes trade events (trade missions, exhibitions, seminars, videoconferences, etc.) within the assigned sectors of responsibility and, as events are approved, works to implement them as the leader of a team that includes promotion, recruitment, and administrative staff (team may include Department of Commerce HQ staff, as well as trade associations and/or trade fair authorities, Showcase Europe or Industry Teams). Prepares market studies in assigned sectors, analyzing statistics and forecasting trends in trade, production and markets, assuring the maximum degree of accuracy, completeness and reliability in the final report.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office (ext. 2275).

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QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** University degree in business management, economics, marketing, finance or international trade is required.
2. **Prior Work Experience:** At least five years of progressively responsible experience in business, government or NGOs in the fields of marketing, trade promotion, economics or international trade is required.
3. **Language Proficiency:** Level 4(fluent) speaking/reading/writing English and Polish are required. *(Note: the language proficiency will be tested).*
4. **Job Knowledge:** Through knowledge of the domestic economy and trading practices are required. Comprehensive understanding of foreign trade policy and issues affecting the domestic economy's bilateral trade relations with the United States are required. Understanding of USG trade policies and export promotion programs is required. Working knowledge of international trade (terms and procedures) is required.
5. **Skills and Abilities:** Ability to develop and maintain an extensive range of appropriate mid-and senior-level contacts in the host government and private sector is required. Ability to plan, organize and execute complex commercial research projects and to prepare precise and accurate factual and analytic reports; and to render advice with detachment and objectivity, employing sound professional judgment is required.

SELECTION PROCESS

When equally qualified, U.S. Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required above qualifications in the application.

Candidates for employment are normally hired at the first step. In some instances, candidates may be appointed at a higher step when exceptional qualifications or previous US Government service so warrant. In such a case, the Human Resources Officer will determine the salary.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Locally Employed Staff (LE Staff) of US Mission Poland having served less than 90 calendar days in their current position are not eligible to apply.
3. Current LE Staff 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) appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. EFMs who are departing post in less than one year are not eligible to apply.
6. Selected candidate will be required to obtain a non-sensitive security clearance and a medical clearance.

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TO APPLY

Interested applicants for this position should submit the following for consideration of the application:

1. Universal Application for Employment 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 UEA (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, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy
Al. Ujazdowskie 29/31
00-540 Warsaw
email: WarsawRecruitment@state.gov
Fax: 022- 504-2265

Please note: Short listing and interviews are normally completed within two weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within two weeks of the closing date.

CLOSING DATE FOR THIS POSITION: April 21, 2015

The US Mission in Poland 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.

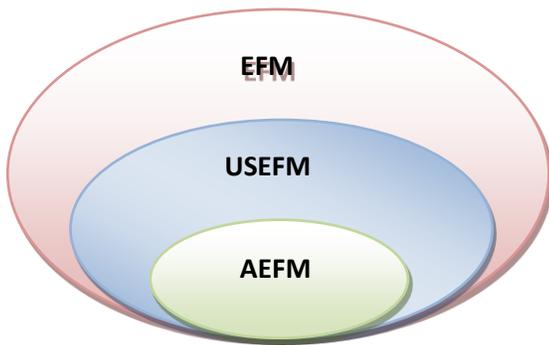
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DISTRIBUTION: All Employees of the Mission

Cleared: FCS: BVanHorn:
HRO: KBraich
Drafted: HR: UPiatkowska

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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:
 - 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,

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- 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:

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- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFGs 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
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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