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UNITED STATES MISSION POLAND
VACANCY ANNOUNCEMENT

No. 14-26	COMMERCIAL ASSISTANT EMBASSY WARSAW	August 14, 2014
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OPEN TO: All Interested Candidates
POSITION: Commercial Assistant, FSN-7/FP-7*
OPENING DATE: August 14, 2014
CLOSING DATE: August 28, 2014
WORK HOURS: Full-time (40 hours per week)
SALARY: *Not-Ordinarily Resident: US\$ 40,394 (yearly gross starting salary)
(Position Grade: FP-7 to be confirmed by Washington)
*Member of Household: US\$ 34,667 (yearly gross starting salary)
*Ordinarily Resident: PLN 72,970 (yearly gross starting salary)
(Position Grade: FSN-7)

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 Assistant** in the Foreign Commercial Service Section.

BASIC FUNCTION OF POSITION

This position incorporates both commercial and administrative work. Primary focus is to provide administrative and clerical support for the Senior Commercial Officer and his/her deputy. Incumbent establishes and maintains schedules, manages incoming requests for meetings the Officers and coordinates officer and driver schedules; translates, prepares and reviews correspondence; prepares guests lists for CS led embassy functions, updates embassy contact databases; assists with scheduling appointments and hotel reservations for USG VIP visitors; trip and travel planning and organization for Officers. The incumbent will also perform a variety of junior professional and technical duties in the promoting of U.S. products and in reporting trade data of Poland. Supports Commercial Specialists with identification of local distributors and representatives of joint venture candidates. Responds to a wide range of trade inquiries from both US firms seeking to export and local firms or government institutions interested in buying US products and services. Develops and maintains a wide range of contacts vital to U.S. commercial interests. Assists with the implementation of trade events. Performs market research and data gathering duties, analyzing statistics and forecasting trends in trade, production and markets. Writes analytical reports. Performs other job related duties as assigned.

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

QUALIFICATIONS REQUIRED

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

- Education:** Completion of two years of college studies with a focus on business, economics or international studies is required.
- Prior Work Experience:** At least three years of progressively responsible office experience in the field of

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marketing, trade promotion or business investment is required.

3. **Language Proficiency:** Level 4 (fluent) speaking/reading/writing English is required.
Level 4 (fluent) speaking/reading/writing Polish is required.
4. **Job Knowledge.** Secretarial and clerical functions including standard office operation and equipment are required. Familiarity with local business community is required. Understanding diplomatic protocol is required. General knowledge of the business climate, import regulations, marketing and distribution channels, and business practices is required. Knowledge of the economic, market, political and other factors which influence investment objectives and position of various industries, U.S. and/or countries is required. Knowledge of agency, government and other programs related to foreign trade and investment is required. Fluency on Microsoft Word products such as Word, Excel, PowerPoint is required.
5. **Skills and Abilities:** Ability to complete work assignments thoroughly and on-time with little guidance and supervision from supervisor is required. Ability to communicate effectively with U.S. exporters, business and government contacts is required. Ability to respond appropriately to general trade and investment inquiries is required. Ability to research and gather relevant background information from a variety of Sources for responses to taskers (Executive Office and otherwise) is required. Ability to write thorough and well-organized first drafts of memos is required. Ability to respond appropriately to general inquiries on CS programs and services is required. Excellent IT skills in use of standard IT software programs are required. Ability to project, manage and execute programs from start to finish including pre-planning and post-program follow-up is required. Strong communication skills necessary to prepare and convey effective briefings to managers and clients and to write clear and concise interpretive reports are 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.

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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.

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.

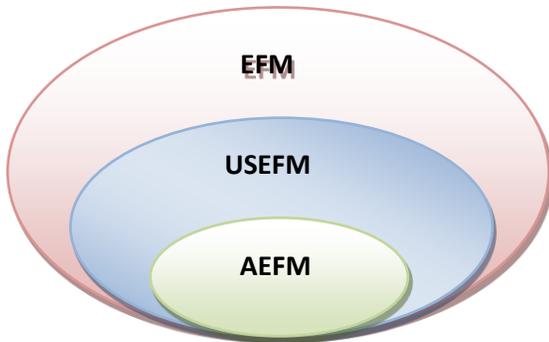
CLOSING DATE FOR THIS POSITION: August 28, 2014

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.

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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,
- 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.

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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, and 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).

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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