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UNITED STATES MISSION POLAND
VACANCY ANNOUNCEMENT

No. 10-34	CULTURAL AFFAIRS ASSISTANT (ALUMNI COORDINATOR) (TEMPORARY)	September 1, 2010
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OPEN TO: All Interested Candidates
POSITION: Cultural Affairs Assistant (Alumni Coordinator), FSN-8*/FP-6*
OPENING DATE: September 1, 2010
CLOSING DATE: September 15, 2010
WORK HOURS: Part-time (30 hours per week)
SALARY: *Not-Ordinarily Resident: US\$ 31,335 (yearly gross starting salary on a full-time schedule)
(Position Grade: FP-6 to be confirmed by Washington)
*Ordinary Resident: PLN 58,880 (yearly gross starting salary on a full-time schedule)
(Position Grade: FSN-8)
LENGTH OF HIRE: Temporary Position: One year

IMPORTANT NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Appendix A) 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 Cultural Affairs Assistant (Alumni Coordinator) in the Public Affairs Section.

BASIC FUNCTION OF POSITION

Under the direct supervision of the Cultural Affairs Officer (CAO), and in consultation with and guidance from the Alumni Coordinator in the Bureau of Educational and Cultural Affairs (ECA) at the State Department in Washington, the Polish Alumni Coordinator is responsible for expanding the Mission's contact with and promoting greater Mission engagement with former participants of U.S. Government (USG)-sponsored exchange programs, who are resident throughout Poland. The Mission consists of the Embassy in Warsaw, the Consulate General in Krakow, the American Corners in Gdansk, Lodz, and Wroclaw, and the Young Learner Resources Centers (YLRCs) in Bialystok, Lubartow, Szczecin, and Warsaw.

The PSC Alumni Coordinator works to increase the involvement of alumni and related Mission contacts in events and activities that promote Mission Strategic Resource Plan (MSRP) goals. The incumbent accomplishes this objective by: finding and registering Alumni from a wide range of past exchange programs; developing and maintaining an up-to-date alumni database that interfaces with the ECA Alumni Archive; promoting awareness and use of the State Alumni and the Polish Alumni Association web sites among alumni across Poland; implementing the Mission's alumni outreach strategy; working with the Cultural Affairs Specialist and representatives of the Alumni Association to organize events and programs for alumni audiences nationwide; incorporating social media tools into the Mission's and Alumni Association's outreach efforts.

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

1. Education: University degree in the liberal arts, education, social sciences, communications, management, marketing, or related field is required.
2. Prior Work Experience: One year prior experience in database management, events planning, program management, public relations, or related field, preferably in a bilingual (Polish-English) setting, is required.
3. Language Proficiency: Level 4 (fluent) speaking/reading/writing English and Polish is required.
4. Job Knowledge: A working knowledge of Poland's social and educational structure, institutions, non-governmental organizations, and personalities is required. A working knowledge of State Department Alumni programs is required. Familiarity with Microsoft Office software, Internet searching, web page applications, and social media is required. Ability to develop and manage contact database software is required.
5. Skills and Abilities: Strong analytical and research skills for developing, updating and maintaining a multi-functional contact data base are required. Well-developed computer skills (i.e., word processing, databases, spreadsheets, web sites, and social media) are required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFM) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above 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 U.S. 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. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.
5. The candidate must be able to obtain and hold 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

e-mail:WarsawHRApplications@state.gov
Fax: 22- 504-2265

CLOSING DATE FOR THIS POSITION: September 15, 2010

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.

**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](#));

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- 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,

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- 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

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)

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- 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 that work for the U.S.
Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References