

ANNOUNCEMENT NUMBER: 09-16

OPEN TO: All Interested Candidates

FROM: Leilani Boyle, Human Resources Officer

POSITION: Economic Specialist, FSN 10*/ FP 05/05**

OPENING DATE: March 20, 2016

CLOSING DATE: April 3, 2016

WORK HOURS: Full-Time; 40 hours/week

SALARY: *Ordinarily Resident (OR): QRs. 204,629 p.a. (starting salary)
**Not-Ordinarily Resident (NOR): US \$58,032 p.a. (starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Doha, Qatar is seeking an individual for the position of Economic Specialist in the Political/Economic Section. All applicants with a current work permit must be able to transfer their sponsorship without objection from their current employer. Overseas applicants, once selected will need to obtain a work visa from abroad.

BASIC FUNCTION OF POSITION

The Economic Specialist is the sole economic specialist in a joint Political/Economic Section. He/she must perform analytical reporting on local economic (including the ESTH portfolio) and commercial developments. He/She is responsible for advising the Political/Economic Section Chief and two Economic Officers on economic policy matters and needs to alert the Ambassador, Deputy Chief of Mission, and Political/Economic Section of any sensitive developments requiring Front Office attention and/or research and reporting. He/She must have in-depth knowledge of the Qatari economy, a very good relationship with the Qatari government, the private sector, financial institutions, key industrial sectors, academic, and intergovernmental/multilateral agencies. He/she is responsible for providing complex analysis on economic developments in the country through research of published and unpublished resources and gathering information through meetings with key stakeholders. He/She also provides guidance and assistance regarding meetings for the Economic Officers and visiting officials. He/She also produce analytical pieces and drafts annual reports on aspects of the Qatari economy and its impact on U.S. interests, which include but are not limited to, overall trade and investment; energy; banking; finance; transportation; and general economic development. He/She would need to also provide translation services, as needed. Will serve as the back-up for other Political/Economic Section local staff as necessary.

The complete position description listing all duties and responsibilities is [here](#).

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education: Bachelor's degree in economics, business administration, marketing, or equivalent.
2. Prior Work Experience: A minimum of five years of progressively responsible experience in economic research and analysis required.
3. Language Proficiency: Level IV (fluent) speaking/writing/reading English and Arabic are required.
4. Knowledge: An excellent understanding of the host country's economy, economic structure and institutions, and the host government's foreign and domestic economic policies. A thorough understanding of internal reporting requirements and procedures and familiarity with U.S. foreign policy, vis-à-vis the host country. Knowledge of Gulf region and wider Arab economies; economic, commercial, and political institutions; international trade; economic theory and practice, and U.S. economic issues and concerns required. Knowledge of economic principles, statistics, economic models (micro and macro), energy, telecommunications, transportation, banking, finance, and oil/gas, health, and environment sectors required.
5. Skills and Abilities: Ability to carry out complex research projects and to prepare precise, timely, and accurate analytical reports. Ability to develop and maintain an extensive range of contacts, and obtain information from varied sources. Ability to relate economic developments to political and social factors in Qatar and the Middle East and determine implications for U.S. interests. Working independently, ability to plan, organize, and execute reports, including lengthy annual reports required by Washington. Strong computer skills, including Microsoft Word and Excel required.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must 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. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim US Veterans preference must provide a copy of their **Form DD-214** with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the [DS-174](#).

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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION (AND INQUIRIES) TO:

HRODoha@state.gov

POINT OF CONTACT:

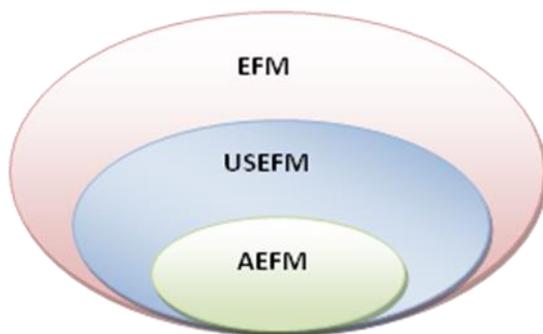
Telephone: (+974) 4496-6000 Ext. 6737 or 6712

EQUAL EMPLOYMENT OPPORTUNITY:

The US Mission in Doha 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



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**

- Is under chief of mission authority.

2. **US Citizen Eligible Family Member (USEFM)**: A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3. **Appointment Eligible Family Member (AEFM)**: An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4. **Member of Household (MOH)**: A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;

- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

6. **Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

POSITION DESCRIPTION LISTING ALL DUTIES AND RESPONSIBILITIES

POSITION TITLE: Economic Specialist	POSITION GRADE: FSN 10*/ FP 05/05**
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MAJOR DUTIES AND RESPONSIBILITIES

1. Studies and provides information, analysis, insights, and reporting on economic trends in Qatar and how these issues impact the relationship with the United States. Economic issues covered include, but not limited to the macro/micro-environment, banking, finance, oil/gas, anti-money laundering, counter terrorism finance, environment, science, technology, health (ESTH), private sector development, the regulatory environment, etc. Prepares analytical reports and provides oral briefings on economic issues for the Executive Office, Political/Economic Section, and visiting officials. Significantly contributes to economic analysis and reporting. (35%)
2. Develops and maintains extensive working-level and high-level contacts with host government officials in the government, private sector, financial institutions, academia, and intergovernmental/multilateral agencies to gather input for the

- section's analysis and reporting. Attends economic conferences, lectures, and seminars; briefs Embassy officers and uses judgment to determine what information requires front channel reporting and accordingly, prepares drafts for economic officers. (20%)
3. Translates diplomatic correspondence and official reports from English into Arabic and vice versa, as required, for the Executive office, the Economic Section, and other Embassy offices, as needed. Serves as an interpreter for the Ambassador, Deputy Chief of Mission, Embassy officers, and visiting officials as required or when particularly nuanced and accurate interpretations are required. (20%)
 4. Provides input for briefs prepared to visiting officials on the current Qatari economic landscape, arranges appointments for them and accompanies them to meetings with GOQ officials and economic leaders. (10%)
 5. Manage economic programs under the Middle East Partnership Initiative and other U.S. Government programs, including training and visitor exchanges. (5%)
 6. Make forecasts of future economic developments and trends. Perform other duties as assigned by the supervisor. (5%)
 7. Prepare biographic reports on key personalities, drawing on published sources and personal contact. (5%)

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