

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: VA – **CULTURAL AFFAIRS PROGRAM ASSISTANT**

Office: HR

No. **15 – 152-A**

Date: **09/22/15**

Reference: N/A

PLEASE NOTE: APPLICANTS, WHO RESPONDED TO PREVIOUS VACANCY ANNOUNCEMENT (MN 15 – 152), WILL NEED NOT TO RE-APPLY FOR THIS POSITION.

OPEN TO: All interested candidates currently residing in Ecuador (see exception for U.S. Eligible Family Members under additional criteria item 2)

POSITION: Cultural Affairs Program Assistant
Full-performance level: FSN-8/ FP-6

OPENING DATE: September 22, 2015

CLOSING DATE: October 6, 2015 (COB)

WORK HOURS: Full-time 40 hours

SALARY: Ordinarily Resident (OR) annual rate:
Full-Performance: FSN-8: US\$28,342 p.a. (starting salary.)

Developmental Level: FSN-7: US\$23,763 p.a. (starting salary.)
(When the incumbent meets all the advertised requirements of the position (e.g., education, prior work experience, language), but has no knowledge of the internal operating procedures of the section or agency.)

Not-Ordinarily Resident (NOR):
(FP grade is confirmed by Washington.)
Full-Performance: FP-6

Developmental Level: FP-7
(When the incumbent meets all the advertised requirements of the position (e.g., education, prior work experience, language), but has no knowledge of the internal operating procedures of the section or agency.)

Note 1: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration. See definitions for Ordinarily Resident and Not-Ordinarily Resident.

Note 2: All positions advertised are subject to availability of funds.

Note 3: U.S. Citizens including U.S. Veterans who are not AEFMs (see definitions section) if hired will be paid under the Local Compensation Plan.

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Embassy in Quito is seeking an individual for the position of **Cultural Affairs Program Assistant in the Public Affairs Section.**

BASIC FUNCTION OF POSITION

The Cultural Affairs Program Assistant provides programming support to the Cultural Affairs Officer (CAO) and the Assistant Cultural Affairs Officer (ACAO) for the entire range of cultural programs, including U.S. Speakers/Specialists programs, Performing and Visual Arts programs, educational and cultural exhibits, post-initiated cultural programs, and special projects as assigned by CAO, ACAO, or Public Affairs Officer (PAO). He/she works under the general guidance and direction of the CAO, but may receive direction from the ACAO or PAO. The Cultural Affairs Program Assistant helps identify partner institutions; suggests program opportunities; provides logistical and organizational program support; and maintains mid-level contacts necessary to implement Public Affairs programs. He/she serves as back-up to the Exchange Program Specialist in all areas including but not limited to youth exchanges, International Visitor Leadership Programs, and the 100,000 Strong in the Americas Initiative.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office intranet website or the Embassy internet <http://ecuador.usembassy.gov/news/job-opportunities.html>

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. If you submitted previous applications, you will still need to provide documentation for this position.

- a. **Education:** Bachelor's degree in liberal arts, public relations, social sciences or international relations is required

b. Experience:

FULL PERFORMANCE LEVEL: Minimum three years of progressively responsible experience in Managing Cultural Events, Performing and Visual Arts programs, or related cultural activities is required.

DEVELOPMENTAL LEVEL: Same as above but with no knowledge of the internal operating procedures of the section.

- c. Language Proficiency:** Level IV (Fluent) (written/spoken) English and Spanish are required.
- d. Knowledge:** Incumbent must demonstrate a thorough knowledge of Ecuador's political, economic, social, cultural, and educational structure; of its cultural movements; historical development, institutions and target audiences as they relate to the incumbent's responsibilities.
- e.** Must demonstrate strong computer skills, including familiarity with Microsoft Outlook, Word, and Excel files.
- f. Abilities and Skills:** Ability to work effectively with U.S. officers and Ecuadorian staff. Ability to develop and maintain working level contacts; ability to plan, arrange, and execute one or more segments of an overall program; ability to prioritize tasks in a fast-paced work environment in which he/she is dealing with several activities and institutions at one time. Must be able to work independently; to prioritize work schedule and incoming requests; and to negotiate effectively with partner institutions. Must be able to travel within Ecuador approximately once per month in support of cultural events.

Please note that any or all of the above required qualifications may be tested.

SELECTION PROCESS

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

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply
4. Current employees serving a probationary period are not eligible to apply.

5. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. 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.
7. The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.
8. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes language test results and documentation requested.
9. Employment eligibility criteria for this position were established by the hiring supervisor.
10. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
11. The developmental level will be based on the qualifications and experience of the applicant; minimum time of developmental level 52 weeks on the job.
12. The Embassy will review work references or ask applicant for support documentation of any of the information submitted on applications.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

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 UAE (*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) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

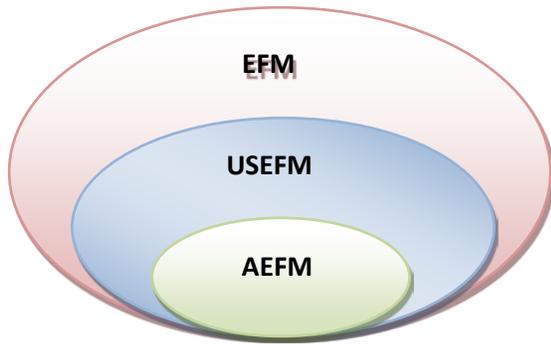
- 1) Per email (preferred method)
E-mail: hroquito@state.gov
- 2) Per hand delivery (please note this method often results in applications not getting any form of response on the recruitment process)
American Embassy
Avigiras E12-170 y Av. Eloy Alfaro
Attention: Human Resources

CLOSING DATE FOR THIS POSITION: October 6, 2015 (COB)

The US Mission in Ecuador 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 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.

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.

5. **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.

6. **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)
- 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

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">QUITO</p>	2. Agency <p style="text-align: center;">PAS</p>	3a. Position Number <p style="text-align: center;">A60-107</p>
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) A60-107 , (Title) C.A. Program Assistant (Series) 6005 (Grade) FSN-8

b. New Position _____

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	CULTURAL AFFAIRS PROGRAM ASSISTANT 6005	FSN-8		07-14-2011
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">CULTURAL AFFAIRS ASSISTANT</p>	7. Name of Employee <p style="text-align: center;">VACANT</p>
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8. Office/Section <p style="text-align: center;">PAS</p>	a. First Subdivision <p style="text-align: center;">CAS</p>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">VACANT</p>	10. This is a complete and accurate description of the duties and responsibilities of this position.
Printed Name of Employee _____ Date (mm-dd-yyyy) _____	Printed Name of Supervisor _____ Date (mm-dd-yyyy) <u>09-14-2015</u>

Employee Signature	Supervisor Email Address <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
 The Cultural Affairs Program Assistant provides programming support to the Cultural Affairs Officer (CAO) and the Assistant Cultural Affairs Officer (CAAO) for the entire range of cultural programs, including U.S. Speakers/Specialists programs, Performing and Visual Arts programs, educational and cultural exhibits, post-initiated cultural programs, and special projects as assigned by CAO, ACAO, or Public Affairs Officer (PAO). He/she works under the general guidance and direction of the CAO, but may receive direction from the ACAO or PAO. (See addendum for further details...)

14. Major Duties and Responsibilities 100 % of Time

Program Coordination-65%

- 1) Identifies appropriate opportunities, events, venues, target audiences, local co-sponsors and themes for cultural section programs; makes recommendations to CAO.
- 2) Utilizes all PAS programming tools, including but not limited to ECA cultural programs, post-initiated grants, IIP speakers/specialists, paper shows, DVD's, special exhibits, book donations, exhibits, etc.
- 3) Administers all aspects of programs, including coordination with local partners such as municipal governments, NGO's, academic institutions, and museums; identifying and reaching out to target audiences, in particular youth and disadvantaged communities; and coordination of all in-country details and follow-on activities.

(See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

Bachelor's degree in liberal arts, public relations, social sciences or international relations is required.

b. Prior Work Experience

Minimum three years of progressively responsible experience in managing cultural events, Performing and Visual Arts programs, or related cultural activities is required.

c. Post Entry Training

Incumbent will receive on-the-job training in PAS programs and regulations, necessary computer training, and other guidance.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level IV (fluent) English and Spanish are required.

e. Job Knowledge

Incumbent must demonstrate a thorough knowledge of Ecuador's political, economic, social, cultural, and educational structure; of its cultural movements; historical development, institutions and target audiences as they relate to the incumbent's responsibilities. Must demonstrate strong computer skills, including familiarity with Microsoft Outlook, Word, and Excel files.

f. Skills and Abilities

Well developed interpersonal and organizational skills required. (see addendum for further details...)

16. Position Element

a. Supervision Received

The incumbent is directly supervised by the CAO, but also may receive direct supervision from the PAO.

b. Supervision Exercised

NONE.

c. Available Guidelines

The incumbent will rely heavily upon the MPP for guidance concerning the selection of programs, the FAM for guidance concerning budgetary decisions and the permissibility of the dedication of USG funding to a project. The incumbent will use Mission directives with regard to travel, allowances and representation expenses.

d. Exercise of Judgment

Must exercise judgment in the selection of partner institutions and individuals to organize programs. Must be able to make quick decisions in response to last-minute changes in programs. Must be able to balance demands among several programs taking place at the same time.

e. Authority to Make Commitments

With the approval of the CAO or PAO makes contractual and logistical commitments for assigned programs, within prescribed guidelines and budget.

f. Nature, Level, and Purpose of Contacts

Develops and maintains contacts with local government officials, cultural centers, academic institutions (university and secondary level), NGOs and others as appropriate to negotiate and coordinate programming with their respective institutions.

g. Time Expected to Reach Full Performance Level

It is anticipated that the incumbent would be fully functional within six months in the technical aspects of the position. Based upon the experience of the selected applicant, six months to one year would be required for the incumbent to be fully versed in all aspects of program conceptualization and execution.

Addendum 1

- 4) Develops and/or selects appropriate materials to be presented and/or donated during PAS programs.
- 5) Travels throughout Quito Consular District in support of cultural section programs.

Cultural Presentations-15%

- 1) Provides organizational and planning support for cultural presentations by U.S. musicians, artists, theater performers and others, and for cultural events such as film festivals.
- 2) Proposes local co-sponsors, arranges logistical details, and coordinates with Information Section to ensure media coverage.

Contact Work-10%

Maintains working level contacts necessary to identify program opportunities and arrange events.

Other Duties-10%

- 1) Organizes programs and projects, as assigned by the CAO or other American officers, in support of Public Affairs outreach activities, including coordinating with sponsoring institutions and individuals on necessary details and logistics.
- 2) Works closely with Press Section colleagues to ensure appropriate press coverage of cultural programs.
- 3) Works closely with the Information Resource Center (IRC) to identify outreach audiences and opportunities.

13. Basic Function of Position

(continuation...)

The Cultural Affairs Program Assistant helps identify partner institutions; suggests program opportunities; provides logistical and organizational program support; and maintains mid-level contacts necessary to implement Public Affairs programs. He/she serves as back-up to the Exchange Program Specialist in all areas including but not limited to youth exchanges, International Visitor Leadership Programs, and the 100,000 Strong in the Americas Initiative.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

f. Skills and abilities (continuation...)

Ability to work effectively with U.S. officers and Ecuadorian staff. Ability to develop and maintain working level contacts; ability to plan, arrange, and execute one or more segments of an overall program; ability to prioritize tasks in a fast-paced work environment in which he/she is dealing with several activities and institutions at one time. Must be able to work independently; to prioritize work schedule and incoming requests; and to negotiate effectively with partner institutions. Must be able to travel within Ecuador approximately once per month in support of cultural events.