

# MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: **VA – TEMPORARY POLITICAL SPECIALIST**

Office: **HR**

No. **16 - 066**

Date: **05/16/2016**

Reference: **N/A**

**OPEN TO:** **All Interested Candidates / All Sources**

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** **TEMPORARY POLITICAL SPECIALIST**

Full-performance level: FSN-9

**OPENING DATE:** **May 16, 2016**

**CLOSING DATE:** **June 1, 2016**

**WORK HOURS:** **Full time (40 hours/week)**

**SALARY:** **Ordinarily Resident (OR):  
Full Performance level – FSN-9**

**Not-Ordinarily Resident (NOR) \*:**

**Full Performance level - FP-5**

*\*Final grade/step for NORs will be determined by Washington.*

## **EMPLOYMENT**

**LENGTH:** **This position is temporary and will not exceed six months (until on or about December 1, 2016).**

**Note 1:** **ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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

## **IMPORTANT REMARKS:**

1. Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

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. Mission in *Quito, Ecuador* is seeking eligible and qualified applicants for the position of TEMPORARY POLITICAL SPECIALIST in the POLITICAL SECTION.**

## **BASIC FUNCTION OF POSITION**

Incumbent provides temporary political research, advice, and related services to the Political Section, and occasionally to other offices within the Mission. Performs temporary analytical reporting of broad scope and complexity. Works temporarily under the direct supervision of Deputy Political Section Chief, and the overall evaluation of the Political Counselor.

## **QUALIFICATIONS REQUIRED**

**NOTE: 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.**

- a. **Education:** University degree in History, Political Science, Law, or Journalism is required.
- b. **Experience:** Minimum three (3) years of relevant experience in government, academia, or political analysis.
- c. **Language Proficiency:** Level IV (fluent) written/spoken in both English and Spanish required.
- d. **Knowledge:** A thorough knowledge of Ecuador's political institutions, historical development, social structure, political parties, political participation by civil society, and key political figures
- e. **Abilities and Skills:** Must be proficient in the use of Microsoft applications (Word, Excel, Outlook, Power Point and Internet).

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

## **FOR FURTHER INFORMATION**

The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://ecuador.usembassy.gov/news/job-opportunities.html> and/or by contacting the Human Resources Office by email to [hroquito@state.gov](mailto:hroquito@state.gov).

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application.

Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

AEFM / USEFM who is a preference-eligible U.S. Veteran\*

AEFM / USEFM

FS on LWOP\*\*

**\* IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

**\*\* This level of preference applies to all Foreign Service employees on LWOP.**

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts 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 (EPR) 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.
4. The candidate must be able to obtain and hold the following: (insert one of the following: Top Secret, Secret, non-sensitive, public trust, local security certification, etc.)
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY:** Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);

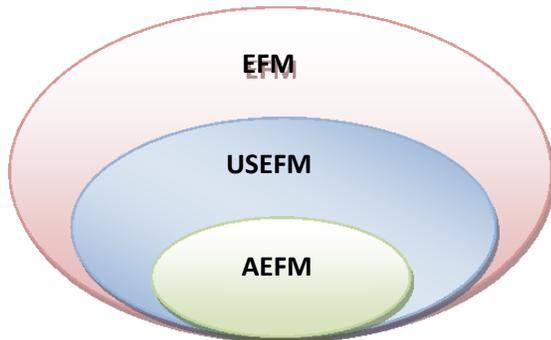
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, work and/or residency permits, etc.).

#### **SUBMIT APPLICATION TO**

- 1) Per email (*preferred method*)  
**E-mail: [hroquito@state.gov](mailto: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**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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 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).

**Eligible Family Member (EFM):** An EFM for employment purposes is 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; **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.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes 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.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes 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.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**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.

**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.



U. S. Department of State

## 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;">DoS, POL</p>	3a. Position Number <p style="text-align: center;">311801 T10-104</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) \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position TEMPORARY POLITICAL SPECIALIST

c. Other (explain) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	POLITICAL ASSISTANT, 1605	FSN-9		05/16/2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">TEMPORARY POLITICAL SPECIALIST</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">US EMBASSY</p>	a. First Subdivision
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. <p style="text-align: center;">BENJAMIN HESS, Political Officer</p>
Printed Name of Employee	Printed Name of Supervisor
Date (mm-dd-yyyy)	Date (mm-dd-yyyy)

Employee Signature	Supervisor Signature 
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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. <p style="text-align: center;">TIMOTHY PELTIER, Political Officer</p>	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. <p style="text-align: center;">William O. Nix, RHRO</p>
Printed Name of Chief or Agency Head	Printed Name of Admin or Human Resources Officer
Date (mm-dd-yyyy)	Date (mm-dd-yyyy)

Chief or Agency Head Signature 	Admin or HR Officer Signature  <p style="text-align: right;">5.16.16</p>
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13. Basic Function Of Position  
 Incumbent provides temporary political research, advice, and related services to the Political Section, and occasionally to other offices within the Mission. Performs temporary analytical reporting of broad scope and complexity. Works temporarily under the direct supervision of Deputy Political Section Chief, and the overall evaluation of the Political Counselor.

14. Major Duties and Responsibilities 100 % of Time

55% of Time  
 Research and assist in drafting mandated reports. Obtain and verify information for required reports on various subjects, including but not limited to Human Rights, Trafficking in Persons, Religious Freedom, and Child Labor. Assist officers in drafting and updating such mandated annual reporting. Identify and contact sources in the host country that may provide information for the completion of the reports.  
 Monitor and report on political developments. The incumbent will be expected not only to collect and assemble raw data from a variety of published and unpublished sources, but also to analyze them for reports and forecasts of future trends. Incumbent drafts briefing papers and other written documents using data collected and original analysis, including reports on breaking events with

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(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

University degree in History, Political Science. Law, Journalism is required.

b. Prior Work Experience

Minimum three (3) years of relevant experience in government, academia, or political analysis.

c. Post Entry Training

On the job training.

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

Level IV (fluent) written/spoken in both English and Spanish required.

e. Job Knowledge

A thorough knowledge of Ecuador's political institutions, historical development, social structure, political parties, political participation by civil society, and key political figures. A sound grasp of U.S. foreign policy objectives vis-à-vis Ecuador. A thorough understanding of internal political reporting requirements.

f. Skills and Abilities

Must be able to develop, organize, and analyze statistical data, determine political trends, and present such data in precise and accurate form, including forecasting probable future developments or trends. Ability to develop and maintain an extensive range of political and civil society contacts is required. Ability to inter-relate political developments to economic and social forces and factors at work in Ecuador. (see addendum for continuation...)

16. Position Element

a. Supervision Received

Direct supervision from Political Officer

b. Supervision Exercised

None

c. Available Guidelines

Manuals, regulations, and direct guidance from members of POL section.

d. Exercise of Judgment

Considerable professional judgment and discretion is exercised in the analysis and interpretation of information and in forecasting probable future developments.

e. Authority to Make Commitments

As permitted by supervisor and POL Counselor.

f. Nature, Level, and Purpose of Contacts

Key ministerial and legislative staff, political leaders, high-level contacts in relevant government agencies, civil society (including NGOs, think tanks and universities), and private sector.

g. Time Expected to Reach Full Performance Level

One month

**Addendum 1**

same day deadlines. Topics include, but are not restricted to, elections, political reform, the judiciary, survey data, and other political events and indicators. To perform these tasks, the incumbent must be able to use computer spreadsheets, generate graphs and pie charts, and develop contacts in the government and civil society to collect relevant data. Nonetheless, the key skill required is knowledge of politics and the ability to analyze trends. The incumbent must have the ability to plan, organize, and prepare precise and accurate factual and analytical reports. The incumbent has considerable latitude in carrying out assigned duties and s/he should be able to produce written reports that require minimal editing by his or her supervisor.

25% of Time

Contact cultivation and monitoring. Prepare biographic reports on key personalities. Monitor and reports on key legislation and constitutional reform developments.

10% of Time

Organize and participate in section visits and meetings. Identifies the most appropriate organizations and individuals for meetings with section staff and organizes meetings and visits. Accompanies American Officers to trips and meetings as requested and may also assist them interpreting technical terms when nuance of meaning is important.

10% of Time

Prepare itineraries and briefing papers for official visits. Advise on appropriate guests/participants for events, schedule appointments, and invite guests. Convoke civil society partners and coordinate program schedules with other sections of the Mission. Carry out other duties as required, such as translation, vetting, etc.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

**15. REQUIRED QUALIFICATIONS**

**f. Skills and Abilities (continuation...)**

Must be proficient in the use of Microsoft applications (Word, Excel, Outlook, Power Point and Internet).