

VACANCY ANNOUNCEMENT NUMBER: 7/2013

OPEN TO: - Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH);
- All Interested Candidates.

POSITION: **COMMERCIAL SPECIALIST, FP-5, FSN-10**

OPENING DATE: July 11, 2013

CLOSING DATE: July 25, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: *EFM/MOH/NOR: Position Grade: FP-5, to be confirmed by Washington.
*Ordinarily Resident: Position Grade FSN-10; Gross Salary: (RON) 7,238 /month.

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

BASIC FUNCTION OF POSITION

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 021-200-3583 or BucharestRecruitment@state.gov if you need a copy.

Serves as a Commercial Specialist with the U.S. Commercial Service in Romania. Plans, organizes and administers programs to facilitate the marketing of U.S. products. Promotes export of U.S. goods and services to Romania by providing business counseling, market research, matchmaking services, advocacy support and the full range of Commercial Service programs and services to U.S. business clients.

QUALIFICATIONS REQUIRED

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

- Possession of university degree in economics, marketing, engineering, business administration, or one of the following industry sectors: Energy and Power, Water, Mining, Environment.
- Four years of sales/marketing experience in fields of water management, environmental control, mining, energy and power and environment, infrastructure development or other related sectors.
- Level IV (fluent) written and spoken English and Romanian proficiency.
- Expert level knowledge of Romanian economy, business customs, practices, marketing channels, laws, regulations, and policies related to assigned commercial functions, and the implications of Romania's accession to NATO and EU. Advanced knowledge of SEE regional business environment. Expert level knowledge of environmental sector; advanced knowledge of sectors requiring environmental remediation, such as mining, mineral ore processing, oil and gas production and refining, thermal power generation, agriculture, heavy industry, chemical industry, etc. Knowledge of U.S. Commercial Service trade promotion goals, programs, procedures, reporting requirements, and of U.S. business practices and official policies as related to international trade and investment

in the environmental sector. Ability to solve highly complex commercial and trade issues related to marketing strategies and sales of U.S. products and trade events/missions (participant issues, last-minute program changes, etc); to establish and maintain contacts with counterparts in relevant Romanian government and private businesses.

- Strong interpersonal and organizational skills. Ability to operate a computer to include word processing and data management software, including Internet.
- Ability to find innovative solutions to problems (e.g., best channel to identify trade leads, advocacy for Commercial Section projects, promoting U.S. exports).

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. 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. 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 security clearance.

TO APPLY =see Appendix B=

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (**UAE**) as a Locally Employed Staff or Family Member (DS-174) (The form can be downloaded from the embassy's site <http://romania.usembassy.gov/embassy/employment.html>); **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

Human Resources Office
American Embassy Bucharest
4-6, Liviu Librescu Str., Sector 1
E-mail: BucharestRecruitment@state.gov
Phone: 021-200-3583 (Point of Contact)

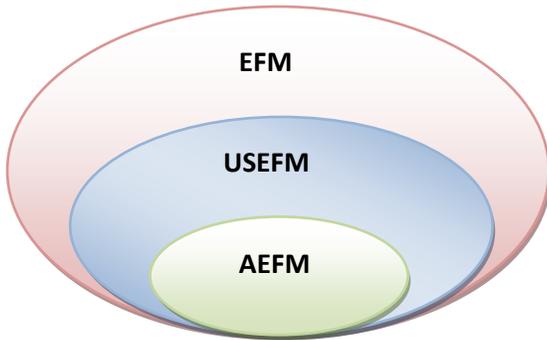
CLOSING DATE FOR THIS POSITION: JULY 25, 2013

The U.S. Mission in Bucharest 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.

ONLY SELECTED CANDIDATES WILL BE CONTACTED

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.

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, E-mail address, 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 (*Not applicable*)
- 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 (see Definition in the "Appendix A" of the Job Ad) and Veterans

Hiring Preference

- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References