



**United States Consulate General  
Sao Paulo, Brazil  
Management Notice N°: 09  
Date: March 13, 2012**

**To: All Employees**

**From: MGT – Raymond H. Murphy**

**Subject: Vacancy – Cultural Affairs Assistant**

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**OPEN TO:** All Interested Candidates  
**POSITION:** Cultural Affairs Assistant – FSN-8; FP-6  
**OPENING DATE:** Tuesday, March 13, 2012  
**CLOSING DATE:** Monday, March 26, 2012  
**WORK HOURS:** *Full-time; 40 hours/week*  
**SALARY:** *Ordinarily Resident (OR): R\$ 58,946 annually. (Starting salary) (Position Grade: FSN-8)*  
*U.S. Citizens EFMs: US\$ 44,737 annually. (Starting salary) (Position Grade: FP-6)*

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

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Cultural Affairs Assistant to work in the Public Affairs Section.

**BASIC FUNCTION OF POSITION**

The Cultural Affairs Assistant works with the Senior Cultural Specialist to develop and implement programming in the areas of, but not limited to, Human Rights and Democracy – specifically Civil Society; Diversity and Equality; Social Inclusion and Youth Outreach. Incumbent also serves as the chief advisor and programmer in the area of sports diplomacy.

Major Duties of the position:

**Cultural Programming – 60%**

Serves as the principal advisor to the Consul General, PAO and CAO on all public affairs activities on youth outreach and exchange programs including sports diplomacy. Based on contacts and public and private information within the cultural, academic and civil society, advises senior management on overall public affairs activities to impact the U.S.-Brazil bilateral relationship and contributes to the development of the MSRP; identifies local themes and interests to propose programs on issues and that Post should address; manages ongoing programs in these areas and monitors results, making recommendations

for new strategies as required. Advises on means of enhancing PAS relationship to key host country institutions over a wide range of MSRP areas. Is responsible for creating linkages between Mission English language programs and exchanges with our governmental, civil society and business partners including the development of private-public partnerships between our alumni and corporate partners.

Under direction of CAO, is responsible for conceptualizing, initiating, planning, executing and following-up on major regional and countrywide U.S. speaker programs, cultural performances and thematic conferences that reflect relevant areas of the MSRP or involve significant mission-wide participation and resources primarily in, but not limited to: human rights and democracy with special emphasis on civil society, diversity and equality; social inclusion; and youth outreach. Is responsible for the implementation of sports programming in support of youth outreach and social inclusion objectives, especially among the disadvantaged populations. Plans, organizes and follows up on highly visible and complex Post sports programs, including developing a network of contacts, partners and target audiences in this area.

Develops programs using information technology to showcase USG information products. In this context, works closely in executing programs such as the Amazon/State Department Kindle eReader initiative, production and promotion of local CO.NX (webchat) programming, distribution of external CO.NX programming and production of occasional public diplomacy videos for outreach efforts. Designs innovative promotional materials and develops marketing strategies highlighting MSP themes, PD programming, IRC products, programs and services.

Drafts Mission Activity Tracker (MAT) entries, the public affairs data base of events/results reporting, for these programs. Conceptualizes, implements and assists NGOs and other civil society institutions to partner in PA-supported programs and establish institutional linkages with counterpart organizations in the U.S. with the objective of sharing information and engaging in student exchanges.

#### **IRC Management – 15%**

Plans, develops and manages IRC services in accordance with Mission Strategic Plan objectives and priorities.

Oversees all research and reference services, and ensures authoritative information about the U.S. is received by the target audience. Devises strategies for cost-effective, automated means of handling information inquiries. Reviews IRC capabilities, and develops ways of optimizing the technology of posts' information services.

Prepares IRC contributions to PAS budget submissions. May advise the CAO of strategies for managing resources to assure maximum cost effectiveness and productivity. Prepares analytical reports and writes briefs on special IRC programs and problems; insures adequate IRC records and statistics are maintained for Post managers and other requirements.

In consultation with the regional Information Resource Officer (IRO) develops an IRC Annual Plan that supports MSP goals. Submits monthly reports to the IRO, and prepares IRC-wide reports. Coordinates with the Press Specialist and Webmaster for publication of appropriate content related to IRC and IRC-partner programs and services. Advises Post's American officers and FSN Specialists, and those of other agencies, on services and information products provided by the IRC that support Post's MPP and USG Policy. Initiates and implements new IRC information products. Maintains knowledge of developments in American policy, as well as political and cultural life. Reviews and keeps up to date with U.S. news developments that impact formulation of American policy.

#### **Provide Research and Reference Service – 15%**

Provides consistently accurate, complete and timely responses to reference queries from the U.S. mission, Brazilian leaders and decision makers, the media, researchers, students and

other requesters, using a wide variety of authoritative print and electronic resources. Analyzes content of the inquiry and, if needed, contacts the client to discuss and clarify the request. Researches inquiry after consulting Public Diplomacy program guidelines; provides access to U.S. government, legal and legislative documentation or other appropriate resources. The research is completed using a wide range of traditional and electronic resources including, but not limited to, the Internet, commercial on-line databases, and U.S. government sources.

Develops Article Alerts, social media communications, and other means to ensure transmittal of authoritative information about the U.S. to target audiences on a regular basis. Researches and selects material for the IRC, as well as BNC libraries under post jurisdiction.

#### **Outreach to the Education Community – 10%**

Maintains close relationship with and provides support for the São Paulo regional educational/library community by attending meetings and conferences and presenting papers. Attends local, national and international conferences to maintain and expand knowledge base and contact networks. Facilitates meetings between PAO, CAO, IRO and high-level contacts. Maintains contact with faculty, librarians, publishers, and book vendors in partner institutions.

Additional Responsibilities:

Advises and works with the CG, PAO and CAO to conceive, plan and organize Post's major special representational events such as Fourth of July celebrations, Biennial receptions and events for high-level visiting government officials and the Ambassador throughout the Consular District. Backstops program efforts, maintains contacts, drafts reports.

### **QUALIFICATIONS REQUIRED**

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

**EDUCATION:** University degree in liberal arts, social sciences, library and information studies or international studies is required.

**EXPERIENCE:** Progressively responsible experience in library, information service, project management, education, youth programs, international relations or any related field is required.

**LANGUAGE:** Level IV (Fluent) English in both speaking and reading is required. Level IV (Fluent) Portuguese in both speaking and reading is required. These will be tested.

**KNOWLEDGE:** In-depth knowledge of and ability to use U.S. reference and resource materials in electronic and print formats.

**SKILLS AND ABILITIES:** Incumbent must have the ability to build professional relationships and foster and maintain institutional linkages and professional contacts in areas of interest to Mission objectives. Incumbent must also have the ability to deal professionally with the Post's primary institutions and individuals.

### **SELECTION PROCESS**

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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. 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 US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.

## **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. 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; **or**
  3. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (*see section 3A below for more information*); **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 US 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.
- 3A. 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**

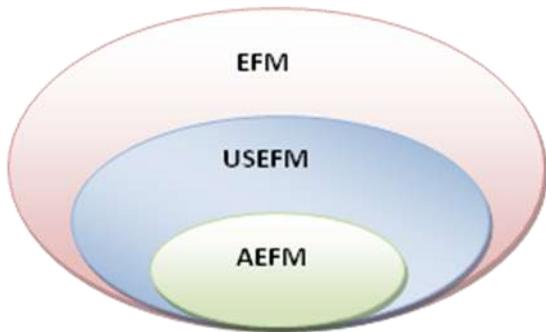
- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work

- E. First, Middle, & Last Names as well as any other names used
- F. 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 TO**

Email: [recrutamentosaopaulo@state.gov](mailto:recrutamentosaopaulo@state.gov) with vacancy title; or  
 Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; or.  
 Fax: (11) 5186-7475

**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 individual related to a US 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: Monday, March 26, 2012.**

The US Mission in Brazil 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.

Drafted: S. Souza

Cleared: T. Dowling

K. Ortuzar

Approved: R. Murphy