



**United States Consulate General  
Sao Paulo, Brazil  
Human Resources Notice N°: 49  
Date: November 01, 2012**

**To: All Staff**

**Subject: Vacancy – Agricultural Assistant – Re-advertisement**

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**Open to:** All Interested Candidates/ All Sources  
**Position:** Agricultural Assistant, FSN-7; FP-7  
**Opening date:** Thursday, November 01, 2012  
**Closing date:** Monday, November 19, 2012  
**Work hours :** Full-time; 40 hours/week  
**Salary:** \*Ordinarily Resident (OR): R\$ 44.316,00 p.a.  
(Starting salary) (Position Grade: FSN-7)  
\*Not-Ordinarily Resident (NOR): US\$ 39,994 p.a.  
(Starting salary) (Position Grade: FP-7)

**All ordinarily resident (OR) applicants (See appendix A) must have the required work and/or residency permits (Attached to the application) to be eligible for consideration.**

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Agricultural Assistant to work in the Agricultural Trade Office.

**BASIC FUNCTION OF POSITION**

The Agricultural Assistant will be responsible for performing a variety of duties such as research for commodity reporting in support of marketing activities; planning, implementation and evaluation of activities under U.S. Department of Agricultural (USDA) Market Access Program and Foreign Market Development Program; responding to inquiries and requests for assistance from U.S. exporters; serving as a liaison between those companies and potential Brazilian importers; providing necessary support for official and private sector visitors as well as for Brazilian participants in the U.S. government exchange programs.

Major Duties of the position:

**1. Research** – Research assistance for the preparation of commodity and market reports prepared by the Agricultural and Marketing Specialist, as well as reports on “hot topics”. The incumbent is expected to develop to the point where they are able to prepare some reports independently. Regular reports that the Agricultural Assistant will work on include those on the Citrus, Coffee, Sugar and Ethanol sectors as well as reports on Brazilian import requirements and market conditions. The Agricultural Assistant will also help preparing reports on emerging issues (e.g. on agricultural economics, logistics or finance).

**2. Business and Visitor Assistance** – Providing information and assistance including routine enquiries by U.S. companies and USG contacts. Will also provide logistical/ technical support (e.g. scheduling and accompanying visitors on meetings, trips) for private sector and official visitors and support U.S.-Brazil exchange and cooperation programs (e.g. Cochran Fellows and International Visitors). The incumbent will be the principle point of contact for many U.S. companies seeking to do business in Brazil for the first time. As such, the Agricultural Assistant will have to guide them through the process of getting started in Brazil and pass on technical information/ advice on market entry. In addition, will be the principal point of contact for many visitors and will have to advise them on itinerary development, as well as assisting in scheduling and logistics.

**3. Logistics and Promotional Activities** – Including event planning and organization, updating content for web page and visits to trade shows, as well as assistance in development of budget and annual marketing plans and review of cooperator plans. As an example, the Agricultural Assistance will have responsibility for planning details of promotional events on behalf of the Agricultural Trade Office (ATO) or private groups. Given a fixed budget, the Agricultural Assistant would have to develop a programming proposal for ATO Director’s approval, evaluate and recommend selection for, e.g., location, staffing, program, graphics contracting, etc.

**4. Technical Assistance** – Computer and technical assistance including being responsible for office files on computer system maintenance and systems management. Incumbent will have primary responsibility for contacting USDA ( ) or Consulate IT staff in the event of computer problems. Will be directly responsible for database management (for agricultural, production and pricing information), obtaining statistics and general IT and web-page assistance as able.

## **QUALIFICATIONS REQUIRED**

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

**EDUCATION:** College or university degree in Economic, Agro-Economics, Business, Agro-Business or Agro-Engineer is required.

**EXPERIENCE:** Experience in the area of Agriculture, Economics or Marketing is required.

**LANGUAGE:** Level IV (Fluent) Portuguese in both speaking/reading is required. Level III (Good working knowledge) English in both speaking/reading is required. Language proficiency will be tested.

**KNOWLEDGE:** Knowledge of Brazilian agricultural system, economics, market, business or Brazilian food market is required.

**SKILLS AND ABILITIES:** Good working knowledge of Microsoft Office package (Word and Excel). Testing may be conducted to determine qualifications.

## **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. Please submit your most recent Employee Performance Report (EPR).
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 current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE 9(see Appendix B). We will not/ not accept any applications that are not submitted in English; **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 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.

### **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

**CLOSING DATE FOR THIS POSITION: Monday, November 19, 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.

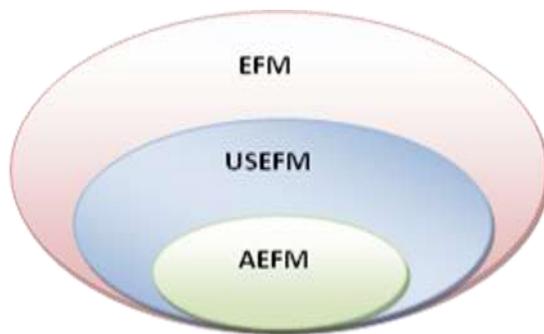
Drafted: E. Branco – HR

Cleared: F. Giles

Approved: G. Fairhurst – A/MGT

### **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 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).

## **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. 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