



**United States Consulate General  
Sao Paulo, Brazil  
HR Notice N°: 15  
Date: April 16, 2014**

**To: All Staff**

**Subject: Vacancy – Commercial Assistant**

**OPEN TO:** All Interested Candidates/ All Sources  
**POSITION:** Commercial Assistant, FSN-8/FP-6  
**OPENING DATE:** Wednesday, April 16, 2014  
**CLOSING DATE:** Friday, May 02, 2014  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Ordinarily Resident (OR): R\$ 58,946 p.a. (Starting salary) (Position Grade: FSN-8)  
\*Not-Ordinarily Resident (NOR): US\$ 44,737 p.a. (Starting salary) (Position Grade: FP-6)

**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 São Paulo is seeking candidates for the position of Commercial Assistant to work in the Foreign Commercial Service Office.

**BASIC FUNCTION OF POSITION**

The Commercial Assistant serves as the team member of assigned industry sectors, under the supervision of the Deputy Senior Commercial Officer (DSCO). As a team member for assigned sectors, incumbent provides expert level support on complex issues to U.S. commercial programs including reports on market developments, business counseling, and the Commercial Service core export services (Gold Key, Customized Market Research - CMR, International Partner Search - IPS, International Company Profiles - ICP, and others).

**MAJOR DUTIES AND RESPONSIBILITIES**

Industry Sector Responsibilities:

A) Develops and organizes marketing strategies to assist U.S. firms in a variety of sectors. This includes market research and reporting, counseling on trade opportunities, and bringing U.S. and Brazilian business representatives together in

mutually beneficial discussions and ventures. Under the supervision of the Deputy Senior Commercial Officer (DSCO) and senior Commercial Service staff works closely with sector multiplier groups in Brazil, Brazilian companies, and government agencies to collect, analyze, and disseminate useful information on Market opportunities. Information collected includes market trends, changes in the Brazilian legislation, technical standards, and local practices that affect trade and investment. Incumbent compiles information collected and writes detailed analytical reports such as International Market Insights (IMI) and Industry Sector Analysis (ISA) for the U.S. exporting community. Incumbent retrieves export/import statistics from official government database, calls on appropriate local trade associations to collect sector surveys and interviews mid-to high-level executives and public officials to ascertain preliminary market assessment data (i.e., size of markets, end users and competition). Investigates trade complaints of moderate complexity from U.S. and Brazilian companies and makes recommendations for resolution.

B) Assists the Commercial Services Brazil team with inputs for the yearly Country Commercial Guide. Prepares Customized Market Analysis (CMA), International Partner Searches (IPS), Gold Key Service, Platinum Key Service, Market Profile Reports and International Company Profiles (ICP).

C) Gold Key Service/Platinum Key: The incumbent analyzes the U.S. Company's product/service catalogs and web sites in order to understand the proper end-use and potential demand for the product in the Brazilian market. Establishes industry contacts in order to fulfill the objectives of the client company (i.e., to identify potential distributors, agents, and buyers). Counsels GKS/PKS (Golden Key Service/ Platinum Key Service) clients upon their arrival to Post about general business conditions and specifics of pre-arranged appointments. Plans and monitors the GKS/PKS appointment schedules, providing contracted drivers and interpreters to the client as necessary. Prepares evaluation questionnaire to assess the quality of the GKS/PKS and possible success stories resulting from the appointments.

D) Reports and International Company Profiles (ICP): Incumbent actively solicits trade information from a wide range of local and public and private sector sources to compile the specially formatted ICP reports. Contact banks, financial institutions and trade sources for compilation of credit worthiness information required for the ICP.

E) Incumbent works closely with the USDOC Trade Development Specialist to recruit U.S. companies interested in trade shows in Brazil.

#### Trade Events:

Working closely with the Commercial Service Administrative Assistant in Sao Paulo, organizes the logistics related to trade missions including at the Cabinet level. Screens potential vendors. Site venues, and contractors to obtain price quotes. Supervises all event execution including transportation, hotel accommodations, event venues and catering services. Prepares promotional flyers and other market promotion materials including press releases. Assists the Commercial Specialists in drafting event scenarios suggesting programs appropriate to the type of trade mission. Assists in the preparation of briefing books. Assists the Commercial Specialists in arranging high-level government and private sector appointments for U.S. Government officials and U.S. business executives. Drafts country clearance cables for incoming visitors. Develops and maintains office contact lists, especially those of U.S. companies in Brazil; trades and reports export successes resulting from Commercial Service Brazil programs; proposes lists of invitees for trade event receptions; assists the Commercial Specialists in drafting end-of-event reports for submission to the Commercial Officer.

## **QUALIFICATIONS REQUIRED**

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

**EDUCATION:** A minimum of two-years of college or university studies in Economics, Marketing, International Relations, Foreign Trade or Business Administration/Management is required.

**EXPERIENCE:** Progressively responsible experience in commercial analysis, trade promotion, economics or market research is required.

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

**KNOWLEDGE:** Must have strong knowledge of Brazil's economy and trading practices including a good overall comprehension of foreign trade policy and issues, particularly those that affect U.S. – Brazil bilateral trade relations.

**SKILLS AND ABILITIES:** Must have the ability to develop and maintain mid and senior level trade contacts with local government and business community in assigned industry sectors. Ability to plan, organize and execute complex commercial research projects, trade events and to prepare precise, accurate and analytical reports. Typing Level I (15-29wpm). Ability to work with MS Office, Outlook, and Internet. *Some of these skills will be tested.*

## **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, continuity 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 (**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 "Commercial Assistant".

## **CLOSING DATE FOR THIS POSITION: Friday, May 02, 2014**

The U.S. 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

Cleared: E.Wakai

Approved: R.Murphy

## **APPENDIX A**

### **DEFINITIONS**

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

This email is UNCLASSIFIED.