

# VACANCY ANNOUNCEMENT

**POSITION TITLE:** Political Specialist

**ANNOUNCEMENT NUMBER:** 11-06

**SALARY:**

\*Ordinarily Resident: Position Grade: **FSN 11**

\*Incumbent might be hired at developmental level  
**FSN 9**

**WORK HOURS:** Full-Time, 40 hours/week

**OPENING DATE:** May 18, 2011

**CLOSING DATE:** June 10, 2011

**OFFICE/LOCATION:** Political and Economical  
Office

**DESIRED STARTING DATE:** August 2011

**OPEN TO:** All interested candidates

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

**The U.S. Embassy in Bratislava is seeking individual for the position of Political Specialist in the Political and Economical Section.**

**BASIC FUNCTION:**

As one of two local political specialists acts as a primary advisor on full range of political issues (current and past political events, changes on the political scene, key political players) to Ambassador, Deputy Chief of Mission, Political Officers and other involved Embassy officers. Provides political reporting and analysis ranging from elementary to very complex political issues.

Provides the bulk of Embassy reporting on internal and domestic politics. Updates biographic information on government and parliament officials. Updates information on political parties with information on staffing and contacts. Incumbent is expected to provide detailed and up-to-date analyses of the major political trends and future developments based upon a full range of consultations with high ranking politicians and NGO leaders. Incumbent is responsible to see that these analyses are current and accurate.

Incumbent acts as interpreter in meetings and drafts memoranda of conversation, serving as primary source of reports prepared by Political officers, Deputy Chief of Mission, and the Ambassador.

Incumbent advises Embassy officers on major political events and key players, explaining the Slovak historical background. Provides officers with introductory briefings on the Slovak political and cultural situation and on prominent figures in the host country. Accompanies American Officers on calls to high ranking officials, for instance to the speaker of the Slovak Parliament, other parliamentarians, ministers, and the President.

Incumbent attends legislative sessions, party conventions and travels to monitor situation in specific areas of US Government interests in Slovakia. This involves, for example, trips to regions primarily inhabited by ethnic Hungarians, Roma and other minorities.

Incumbent builds and maintains a broad base of contacts in government, parliament, political parties, civil society, and other organizations as necessary.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Andrea Rechterikova/Monika Bilikova, ext. 3019, 3231.

### **QUALIFICATIONS REQUIRED:**

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

**Education:** Masters university degree (MA or equivalent) in social or political science or international relations is required. Additional political coursework is desirable.

**Experience:** 5 years' experience in public or social sciences institutions, state administration, international organizations, NGOs is required. Previous work experience with social and political institutions focusing on analysis and research is desirable.

### **Knowledge/Abilities/Skills:**

- English level IV. (fluent) is required/ fluent both written and oral skills in political, cultural, academic and other related areas. Slovak level V – well educated native speaker – is required.
- Detailed understanding of the domestic politics and culture, thorough knowledge of key political players and Slovak government official representatives. General overview of the world political scene with special emphasis on Slovak and American policy issues.
- Outstanding writing skills in Slovak and English and good oral presentation. Ability to present well-organized thoughts and clear insight. Good knowledge of diplomatic ethics and social principles, flexibility in sensitive situations. Ability to interpret sequentially between English and Slovak.

### **SELECTION PROCESS:**

1. When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the required qualifications above in the application.
2. After an initial application screening, qualified applicants will be invited to an oral interview, which may include a language testing.
3. Acknowledgements will be sent only to short-listed candidates.

### **ADDITIONAL SELECTION CRITERIA:**

1. The applicant must be able to obtain all permits to legally work in Slovakia before the employment begins.
2. Management will consider issues such as conflict of interest, nepotism, and budget implications and residency status in determining successful candidacy.
3. Current employees serving a probationary period are ineligible to apply.
4. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
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) schedule.
6. All position selections are made consistent with the State Department's Non-Discrimination Policy to not discriminate among applicants for employment on the basis of race, color, religion, sex, national origin, handicap, age or sexual orientation.

**TO APPLY:**

Interested candidates for this position must submit by the “CLOSING DATE” the following for consideration of the application .

1. A current resume , curriculum vitae OR universal Application for Employment as a Locally Employed Staff or Family Member (DS-174);.
2. 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.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION IN ENGLISH TO:**

By mail: Human Resources Office, U.S. Embassy, P.O. Box 309, 814 99 Bratislava

By e-mail: HROBratislava@state.gov

Point of contact: Telephone: 02/5922 3019

**DEFINITIONS:**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or child who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee’s or uniform service member’s post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM’s and EFM’s of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The U.S. Embassy, Bratislava 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.

**Closing date for applications: June 10, 2011.**

**Approved by Management Officer : Tess Moore**