

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 10-15

OPEN TO: All Interested Candidates/All Sources

POSITION: **Economic Specialist**
Temporary position – replacement for maternity leave

*Ordinarily Resident: Position Grade: **FSN-11**;

*Incumbent might be hired at developmental level **FSN-9**,

OPENING DATE: 07/06/2015

CLOSING DATE: 07/20/2015

DESIRED STARTING DATE: August / September 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): FSN 11 EUR 40,784 p.a.
Developmental Level: FSN 9 EUR 28,789 p.a.

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

The U.S. Embassy in Bratislava is seeking an individual for the position of **Economic Specialist**. **The position is temporary to replace an employee on maternity leave.**

BASIC FUNCTION OF POSITION

Incumbent is the Slovak economic expert in the political/economic section and is responsible for a full range of economic reporting and analytical duties. Provides expert policy advice and analysis to the political/economic section, commercial officer and Mission management on macroeconomic, financial, banking and trade issues, and tracks political implications of economic developments. Responsible for developing and maintaining relationships with appropriate contacts and initiates activities with Slovak government, private sector, academic and NGO experts in these areas to promote U.S. interests. Researches and writes analytical and spot reports on Slovak economic issues

affecting U.S. interests. Assists and advises potential American investors on issues impacting foreign investment.

Translates technical Slovak economic material into English, U.S. government communications into Slovak, and interprets as needed. Prepares and maintains the economic portion of post's power point presentations of current information on the Slovak Republic, an Excel-based spreadsheet analysis of economic statistics and trends and accompanying graphs, and the section's resource library and files. Prepares occasional surveys and analyzes their results, such as the survey of U.S. investment in Slovakia.

Arranges schedules for visiting U.S. delegations and business trips for Embassy officials. Proposes meetings with appropriate Slovak government officials and members of the private sector, suggests talking points, and attends meetings and acts as note taker.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Alena Kociskova or Monika Bilikova at ext. 3019 or 3231.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of university studies (MA) in economics, finance, business administration, public policy or other related field.
- 2. Prior Work Experience:** Minimum four years' experience in economic research and analysis, or related experience in economic journalism or business.
- 3. Language Proficiency:**
 - English – level IV (fluent), both written and spoken, incumbent must know technical economic terminology in order to be able to do complex economic translations and interpretation.
 - Slovak – level IV (fluent), both written and spoken

- 4. Job Knowledge:** A thorough understanding of the Slovak economy, including financial markets, balance of payments, trade, the real economy, government finance, and relevant laws and institutions. Extensive knowledge of Slovak government, policies, legislation and procedures. Familiarity with U.S. economic and foreign policy. Significant understanding of business principles and concerns.
- 5. Skills and Abilities:** The ability to research and write clear, concise factual and analytical reports. The ability to develop and maintain a full range of contacts (from advisory/expert level contacts up to senior/high level contacts) so he/she can gather the most current data or verify information provided. Will actively employ his/her own judgment and experience to utilize information to provide strategic advice and recommendations to American officers and Mission management.

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 U.S. 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 applicants for this position must submit by the "CLOSING DATE" the following (application forms are available in HRO):

1. Application for U.S. Federal Employment (SF-171 or OF-612 or DS-174); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, evaluation reports, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Note 1: If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the form DS-174. **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 (not mandatory)
- 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

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 3231, Monika Bilikova

02/5922 3019, Alena Kociskova

DEFINITIONS

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.

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, 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 and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or,
- 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. 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.

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 U.S. 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 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).

CLOSING DATE FOR THIS POSITION: July 20, 2015

The U.S. Mission in 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.

Approved: Julia Stanley, Acting Management Officer