



Vacancy Announcement

Embassy of the United States Of America
Juba, South Sudan

TO: All Interested Candidates (All Sources)	APPROVED BY: Management Officer, Richard J. Peterson.	
FROM: Management Office	DATE: 03/21/2016	No: Juba-2016 -PA-35
SUBJECT: Cultural Affairs Assistant		

Comment [RP1]: This number does not match the position number referenced in instructions for online applicants on page 4

OPEN TO: All Interested Candidates (All Sources)

POSITION: Cultural Affairs Assistant, FSN 8; FP-AA

OPENING DATE: March 30, 2016

CLOSING DATE: April 5, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): US\$21,091.0 p.a. (Starting salary) (Position Grade: FSN-8);
Not-Ordinarily Resident (NOR): (Starting salary determined by Washington) (Position Grade: FP-AA)

*ALL [ORDINARILY RESIDENT APPLICANTS](#) MUST HAVE THE REQUIRED SOUTH SUDANESE WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. The U.S. Embassy is not able to assist candidates to obtain work/residency permits.

The Embassy of the United States in Juba is seeking to hire an individual for the Cultural Affairs Assistant position in the Public Affairs Section.

BASIC FUNCTION OF POSITION

The incumbent is rated by and reports to the Public Affairs Officer (PAO) and works in close cooperation with the LE Staff Cultural Affairs Specialist (CAS) and the Public Diplomacy Assistant. In this role, s/he supports the cultural, education, information and media programs developed by the Public Affairs Section (PAS) in support of Mission South Sudan's strategic priority policies and initiatives. The Cultural Affairs Assistant (CAA) is also responsible for developing and maintaining the contact database, alumni database, coordinating alumni engagement and serving as Grants Officer Representative. S/he will also be responsible for administrative tasks related to Public Affairs activities, such as travel, programming and representational events. S/he will backfill the CAS and the Public Diplomacy Assistant – especially on media reporting – as directed by the PAO. Accordingly, fluency with respect to social media platforms Facebook and Twitter are highly desired. Arabic language skills are also desirable but not required.

A copy of the complete position description listing all duties and responsibilities is available in the [HR Office](#).

Comment [RP2]: This is not displaying properly

QUALIFICATIONS REQUIRED

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

- **Education**: Bachelor's Degree in humanities, social sciences, or communications.
- **Prior Work Experience**: Applicants possessing three years of progressively responsible work experience in fields such as public events management, social network engagement and development, youth project management and grants supervision, or other closely related field will be the most competitive. Other fields that may provide appropriate experience include social science research and analysis, newspaper reporting of political matters, civil society advocacy, university teaching, or education.
- **Post Entry Training**: The employee will be required to take distance learning ethics course and regional grants training class, professional writing, and

communication LE Staff cultural tradecraft or other related FSI courses, To become a GOR, the job holder will be specifically required to take PY 220 and 222.

- Language Proficiency: List both English and host country language(s) proficiency requirements by level (I, II, III). English Level IV (Fluent) required; Arabic Level II required.
- Job Knowledge: Excellent knowledge of the host country's political institutions, educational and cultural systems and structure, civil society, and youth organizations. Knowledge of grants management, cooperative agreements or similar contractual relationships.
- Skills and Abilities: Ability to interpret the needs for press and related coverage of current political developments and how they affect PAS target audiences. Driver's license. Takes initiative to propose programs supporting Mission strategic priority themes. Must be able to maintain contacts at all levels with individuals in the public and private sectors.
- Must possess excellent interpersonal skills.
- Must have good oral/written communication skills.
- Must be able to learn how to use work related software and the internet and social media platforms such as Facebook and Twitter.

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 addresses the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- 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.

- Currently employed U.S. 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.
- 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.
- The candidate must be able to obtain and hold a Background Security Certification.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

- [Universal Application for Employment \(UAE\) as a Locally Employed Staff or Family Member \(DS-174\)](#); **and**
- A current resume or curriculum vitae that provides the same information found on the UAE; **or**
- 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**
- 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.
- Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

U.S. Department of State Management Office
U.S. Embassy Juba
Kololo Road
Juba, South Sudan

E-mail: USEmbassyJubaHR@State.gov

E-mail Subject Line: Position Title: **Cultural Affairs Assistant**, Job #: **Juba-2016-PA-35**.

Comment [RP3]: Does not match position number on page 1

POINT OF CONTACT

USEmbassyJubaHR@State.gov or address a letter to: State ICASS Management Officer, U.S. Embassy Juba, Kololo Road, Juba, South Sudan.

THIS POSITION WILL CLOSE ON MARCH APRIL 5, 2016

The U.S. Mission in Juba, South Sudan 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.

DEFINITIONS

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.

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;
- EFM (see above) at least 18 years old;
- 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:
 - 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
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

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

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;

- Not on the travel orders of the sponsoring employee;
- 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, and 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.

Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country;
- Does not ordinarily reside (*OR*, see below) in the host country;
- 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.

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).

[U.S. Department of State Intranet Site](#)
[U.S. Department of State Internet Site](#)

DRAFTED: Jackson L. Charles, Human Resources Assistant
CLEARED: Chris Meade, PAO
CLEARED: Richard J. Peterson, Management Officer