



# Vacancy Announcement

Embassy of the United States Of America  
Juba, South Sudan

<b>TO:</b> All Interested Candidates (All Sources)	<b>APPROVED BY:</b> MGT/HRO, Richard J. Peterson.	
<b>FROM:</b> Human Resources Officer	<b>DATE:</b> 12/8/2015	<b>No:</b> Juba-2015-ECON-31
<b>SUBJECT:</b> Economic/Commercial Assistant		

**OPEN TO:** All Interested Candidates (All Sources)

**POSITION:** Economic/Commercial Assistant  
, FSN 9; FP-AA

**OPENING DATE:** December 15, 2015

**CLOSING DATE:** December 29, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): US\$ 22,858.2 p.a. (Starting salary) (Position Grade: FSN-9);  
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 Economic/Commercial Assistant position in the Economic Section.

## **BASIC FUNCTION OF POSITION**

Under the supervision of the Economic Section Chief, the incumbent provides essential support to enable the Economic Section to carry out its work. Provides daily written reports on important economic and commercial issues to Embassy leadership. Develops systems and work procedures to streamline information flow within the section. Develops, plans, and manages trade promotion. Suggests contacts, creates itineraries, and arranges appointments for Embassy officers and official visitors with key South Sudanese government officials, academics, and individuals in the private sector. Develops and maintains a wide range of high-level contacts in the government and private sector, professional organizations, NGOs, and academia. Advises U.S. officers on complex economic issues such as the Government's budget and fiscal policy, monetary policy, banking, corruption, intellectual property rights, trade matters, industry, agriculture, and bilateral commercial relations. Takes responsibility for monitoring trade opportunities, writing international marketing insight reports (IMI), helping to draft the Investment Climate Statement, and the Transparency Review report. In particular, closely follows and reports on investment in South Sudan, the economic dimensions of any peace agreements, and developments in the sectors of aviation, oil and gas, telecommunications, infrastructure, tourism, and the environment. Performs administrative tasks as needed. Supports Political Section as needed.

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

## **QUALIFICATIONS REQUIRED**

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

### A. Education:

University Master's Degree in Political Science, Economics, Finance, Business Administration, or Commercial Studies.

B. Prior Work Experience:

Five years of progressively responsible experience in a business or economic related field in the private or the public sector.

C. Post Entry Training:

USG sponsored job specific training.

D. Language Proficiency (list both English and host country languages proficiency requirements by level (II, III, IV) and specialization (speak/read): Level IV (Fluent) English and Level III (Good Working Knowledge) Arabic.

E. Job Knowledge:

Excellent knowledge of local and national culture, history, and contemporary political and economic issues. Detailed and broad knowledge of political, social, cultural, and legal environment; maintains senior level contacts with national and international actors in the government and opposition parties. Highly specialized, expert level, knowledge of economic, commercial, monetary, and banking systems. Detailed knowledge of South Sudanese politics.

Upon entry into position, thorough knowledge of Embassy structure and of the organization of the State Department. In-depth knowledge of various functions, detailed understanding of the organization. Highly detailed understanding of the organization's detailed strategic plan.

F. Skills and Abilities:

- Must have basic computer skills in using Microsoft Suite.
- Must have good analytical and report writing skills.

- Must have excellent interpersonal skills.
- Must be able to work in a high-stress, high productivity environment independently with little supervisory oversight.

## **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](mailto:USEmbassyJubaHR@State.gov)

E-mail Subject Line: Position Title: **Econ/Commercial Assistant**, Job #: **Juba-2015-ECON- 31**.

**POINT OF CONTACT**

[USEmbassyJubaHR@State.gov](mailto: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 DECEMBER 29, 2015**

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: Richard J. Peterson, HR/Management Officer