

VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date August 27, 2015	Subject: Vacancy Announcement – Political Specialist
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POSITION: Political Specialist

OPENING DATE: August 27, 2015

CLOSING DATE: September 10, 2015

WORK HOURS: Full time; 40 hours/week

STARTING DATE: On or about September 28, 2015

LENGTH OF HIRE: Temporary position until March 31, 2016.

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

The U.S. Embassy in Stockholm is seeking an individual for the position of Political Specialist in the Political/Economic Section.

BASIC FUNCTION OF POSITION

The incumbent follows and analyses political developments in Sweden and keeps the political section, front office and the Nordic-Baltic (NB) desk in Washington informed of matters of interest to the U.S. The incumbent seeks information, through contacts and media, and drafts high-quality analytical reports on current political and military developments in Sweden. Takes initiative to establish and cultivate contacts in parliament, the political parties, NGOs, government-related organizations, religious communities, and local political groups. The incumbent communicates regularly with contacts, and reports back to embassy officers, front office and the NB desk in Washington. The incumbent provides support for official visitors and U.S. delegations to Sweden, and fills in for colleagues to cover additional duties as required.

QUALIFICATIONS REQUIRED

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

Education:

University Degree in political science, public policy, international relations, law, business, mediation, geography or peace and conflict studies.

Prior Work Experience:

At least three years' experience of political analysis and research in addition to at least three years of experience of Swedish politics or government.

Language proficiency:

Level 4 Fluent Speaking/Reading/Writing English is required.

Level 4 Fluent Speaking/Reading/Writing Swedish is required.

Job Knowledge:

Thorough knowledge of Sweden's political landscape, election process, political parties, Government operations. Strong understanding of the Riksdag and its operations. Ability to establish and maintain contacts in political parties, parliament, and government. Familiarity with U.S. Government structure and foreign policy. A good knowledge of the European Union, the UN and other international organizations relevant to the section.

Skills and Abilities:

Ability to prepare analytical reports and to carry out complex research projects; ability to interpret political events and its significance. Ability to develop and maintain contacts and to acquire sensitive information. Communication is vital to this position and inter-personal skills of great importance.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application and a current resume or curriculum vitae **in English and Swedish**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO

Human Resources Office

E-mail: hrstockholm@state.gov

POINT OF CONTACT

Human Resources Office

Telephone: 08 783 55 44