

Vacancy Announcement



American Embassy, Ankara

SUBJECT: **Vacancy Announcement** **NUMBER:** **VA-2016/11** **DATE:** **March 10 , 2016**

OPEN TO: All Interested Candidates

POSITION: Political Assistant (Syrian Affairs)-**GAZIANTEP**

OPENING DATE FOR APPLICATIONS: Opening of business on March 10, 2016

CLOSING DATE FOR APPLICATIONS: Close of business on March 24, 2016

WORK HOURS: Full-Time, 40 hours/week

SALARY: Ordinarily Resident (OR) Training Level FSN-8: TL 74,152-Full Performance Level FSN-9: TL 82,773 p.a (**The salary is gross, deductions are made for the employee share for social security coverage and optional supplemental health benefits and tax is levied on any cash payment made by employer, including bonuses and allowances**).

Not-Ordinarily Resident (NOR) Full Performance Level: FP-5 (steps 1 thru 4)
Training Level: FP-6

*Final grade/step for NORs will be determined by Washington.

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

The U.S. Embassy in Ankara, Turkey is seeking an individual for the Political Assistant position to work in **Gaziantep**.

BASIC FUNCTION OF POSITION:

The incumbent will provide analysis, and draft factual reports in English on the broad range of political issues related to Syria and the ongoing conflict. Fluent English and Arabic reading, speaking, and writing skills are required for this position. The incumbent will develop and maintain a wide range of contacts among Syrian political, civil society, and military leaders and advise American diplomats on a variety of sensitive political issues and related matters. The employee will brief visiting USG officials on Syrian political developments and trends, arrange appointments and provide interpretation as required. The incumbent will frequently serve as the de facto control

officer for high-level visitors and will provide input to Department of State annual reports, including the human rights report, trafficking in persons report, and religious freedom report. The employee must be able to work in a high-stress and fluid environment requiring collaboration and teamwork across a range of U.S. Government agencies and offices, particularly the Department of State, United States Agency for International Development, and Department of Defense. The position will require occasional travel within Turkey.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HR Office at 457-7503.

QUALIFICATIONS REQUIRED

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

A. Following are the **MINIMUM** qualifications for the **FSN-9/FP-5 (steps thru 4) FULL PERFORMANCE** level:

1. Education: University degree in political science, international relations, social science or history is required. Completion of two years college/university studies and 7 years of experience can be substituted for Bachelor's degree and 5 years of experience.
2. Work Experience: Minimum FIVE YEARS of progressively responsible experience in social science research and analysis, consulting, journalism, government affairs, non-governmental organizations, or public relations is required.
3. Language: Level IV (Fluent) Speaking/Reading/Writing English and Arabic are required. Complete command of formal written Arabic is required. Language proficiency will be tested.
4. Other Skills: Incumbent must have comprehensive knowledge of Syria's political, economic, and social structure, historical development, key political and opposition figures, regime and opposition foreign policy, and the evolution of the current Syrian conflict and regional dynamics; keen perception, astute judgment, quick decision making, and ability to assess the impact of political, economic, social, and military developments; Ability to develop a range of politically-useful contacts; plan, organize and execute complex research projects; and prepare precise factual and analytical reports; relate developments in the region to broader socio-political trends related to Syria and their possible implications for U.S. Syria policy; must have tact and discretion in dealing with high level contacts and sensitive information; must have ability to manage extensive U.S. official travel and reporting programs and advise officers on advocacy strategy; to independently interact with high-level officials, academic and civil society experts, political leaders, and media; to effectively use Microsoft Office suite and other State Department specific software. The position often requires work outside of office hours and frequent travel. Must be available to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

B. Following are the **MINIMUM** qualifications for the **FSN-8/FP-6 TRAINEE** level:

1. Education: University degree in political science, international relations, social science, or history is required. Completion of two years college/university studies and 6 years of experience can be substituted for Bachelor's degree and 4 years of experience.
2. Work Experience: Minimum FOUR YEARS of progressively responsible experience as a political researcher and analyst, political or international affairs journalist or university professor is required in social science research and analysis, consulting, journalism, government affairs, non-governmental organizations, or public relations is required.
3. Language: Level IV (Fluent) Speaking/Reading/Writing English and Arabic are required. Complete command of formal written Arabic is required. Language proficiency will be tested.

4. **Other Skills:** Incumbent must have comprehensive knowledge of Syria's political, economic, and social structure, historical development, key political and opposition figures, regime and opposition foreign policy, and the evolution of the current Syrian conflict and regional dynamics; keen perception, astute judgment, quick decision making, and ability to assess the impact of political, economic, social, and military developments; ability to develop a range of politically-useful contacts; plan, organize and execute complex research projects; and prepare precise factual and analytical reports; ability to relate developments in the region to broader socio-political trends related to Syria and their possible implications for U.S. Syria policy; must have tact and discretion in dealing with high level contacts and sensitive information; must have ability to manage extensive U.S. official travel and reporting programs and advise officers on advocacy strategy; ability to independently interact with high-level officials, academic and civil society experts, political leaders, and media; ability to effectively use Microsoft Office suite and other State Department specific software. The position often requires work outside of office hours and frequent travel. Must be available to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address in their applications all of the above required qualifications.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident (OR) employees with an Overall Summary Rating that is below 100 on their most recent Employee Performance Report are not eligible to apply.
4. 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.
5. Currently employed not-ordinarily resident (NOR) employees 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.
6. Military Service (for Turkish citizen male applicants): Completion of compulsory military service is required.

TO APPLY

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

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member ([DS-174](#)) that can be downloaded from http://turkey.usembassy.gov/job_opportunities.html; or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

3. 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
4. Any other documentation (e.g. copies of elementary school diploma, ID card, military discharge, residence permit, document, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

The vacancy announcement published on the U.S. Embassy website supersedes all other announcements. Please note that the Human Resources Office no longer accepts applications delivered to the U.S. Embassy in person. All applications must be submitted via e-mail, fax or mail, applicants should receive a confirmation e-mail which states that the application is received by the Human Resources Office. Applicants should contact Recruitment Assistant (see the contact information below), if they do not receive an auto reply confirming receipt of their application.

E-MAIL, FAX OR MAIL APPLICATION TO:

Human Resources Office
Attention: Recruitment Assistant
American Embassy, Ankara, Turkey
Telephone: (0090) (312) 457-7503
Fax: (0090) (312) 457-7322
E-mail: hrankara@state.gov

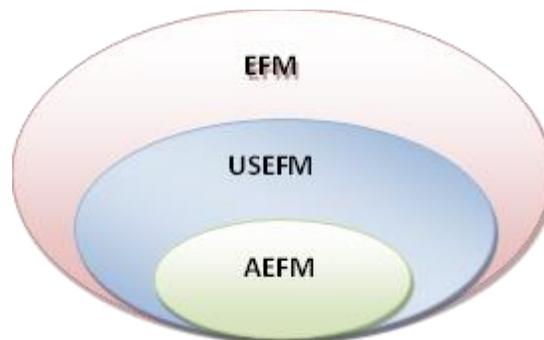
Please note: Short listing and interviews are normally completed within six weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within six weeks of the closing date.

CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS ON MARCH 24, 2016

The U.S. Mission in Turkey 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.

Appendix A 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, 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.
- 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, 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
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign Service, Civil Service, 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; 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 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).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

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. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)

- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References