



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 058

Date: November 5, 2014

**TO: ALL MISSION PERSONNEL**

**FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER**

**SUBJECT: AGRICULTURAL SPECIALIST**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** Agricultural Specialist

**OPEN TO:** ALL INTERESTED CANDIDATES

**GRADE LEVEL:** FSN-10, FP-05\* (Full Performance Level)  
FSN-09, FP-05\* (Training Level)

**WORK HOURS:** Full Time, 40 hours per week

**POSITION TYPE:** Permanent

**OFFICE LOCATION:** Foreign Agricultural Section (FAS)

**OPENING DATE:** Immediate

**DEADLINE:** November 19, 2014 at 6 P.M. Kyiv Time

*\*FP –05 is subject for confirmation with Washington.*

**ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH A COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.**

## **BASIC FUNCTION OF POSITION:**

The position covers the geographical region of Ukraine and Moldova. The incumbent plans strategies and writes complex reports and serves as institutional knowledge to expertly advise the Agricultural Attaché on production, consumption, trade, policy, and actors (government and private sector) for products and issues assigned. Plans, advises and assists the AO on fellowships, on development and execution of public diplomacy activities related to agricultural biotechnology, and on market development activities. Collects, analyzes, forecasts, reports and assists with preparations for negotiations on products and agricultural trade with the United States. Develops and maintains contacts with senior host government officials and with public and private sector officials. Reviews plans, recommends market strategies, and resolves trade conflicts for U.S. exporters or importers of U.S. products. Assists foreign visitors with information, logistics, and data collection including field travel.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **Advising and Planning**

**20%**

- Advises the Attaché in the planning and execution of market development activities designed to support and enhance USG agricultural objectives with host countries.
- Monitors agricultural and trade policies in countries of assignment. Evaluates these countries' practices, laws and policies and foreign competitors' practices affecting the sales position of U.S. agricultural products in the local market, Advises the Attaché on developments affecting biofuels, including exports of oilseeds used for biofuels in the EU.
- Ongoing planning and data collection for scheduled and voluntary reports on production, consumption, trade, policy, and actors (government and private sector) for products and issues assigned
- Monitors and evaluates implications of Government policies affecting biotechnology, environment, food safety, labeling, transit, and production effecting countries of assignment.
- Works with various visitors to assist them in achieving their goals consistent with USDA interests. Facilitates all activities including international trade show exhibits, seminars, and retail promotions.
- Monitors and analyzes highly technical sanitary, phytosanitary and other trade regulations for their impact on U.S. exports and U.S. market interests.
- Based on in-depth knowledge of agricultural developments, marketing practices and market potential, advises Attaché and visiting U.S. officials on marketing situation, import opportunities and problems, host government tariffs, and other trade constraints.
- Analyzes daily press, journals, and government announcements and submits items of interest to the Attaché

### **Analyzing, Forecasting and Reporting**

**45%**

- Collects and analyzes data and prepares a variety of factual and analytical reports covering a broad range of agricultural commodities, agribusiness sectors, and consumer-ready food products for countries assigned. Reporting includes analysis on production, processing, marketing, consumption, prices, prospects for market development, commodity briefs, and the effects of host government agricultural policies on U.S. agricultural exports.
- For Ukraine, provides input to the annual Agricultural Trade Policy Monitoring Report for the commodities of responsibility, coordinates overall report preparation and submission to FAS/Washington.
- Works collaboratively with FAS\Kyiv staff to prepare joint reports and ensure timely submission.
- Obtains information from a variety of English, Russian, and Ukrainian published / unpublished sources, statistics, professional journals, news media, and government reports. Considers and analyzes the sources of information to ensure the validity and completeness of this information. Draws conclusions from research and uses these to produce expert reports for use by USDA publications. Contributes informed, expert submission to regional reports compiled by FAS and/or the Economic Research Service of USDA.
- Travels as needed to collect first-hand information from private firms, local officials, farmers, consumer groups, and other institutions.
- Takes initiative to produce unscheduled voluntary reports.

### **Bilateral Agreements and Agricultural Exchanges**

**10%**

- Participates in senior level negotiations and development of U.S.-Ukraine bilateral agricultural agreements. Informs the Attache of the status of Ukrainian- third country trade agreements.
- Communicates with GOU and private sector leaders in effecting agricultural technology agribusiness, policy and academic exchanges.
- Conducts research into areas for potential U.S. – Ukrainian exchanges and advises the Attaché on possibilities and alternatives. Advises the Attaché on potential exchanges for Moldova.
- Provides administrative support and report results for these programs.

### **Business Assistance**

**10%**

- Provides prompt response to the U.S. exporters and local importers with most complete information on agricultural developments, tariff information, and trade opportunities in the countries assigned.
- Assists local importers in locating potential U.S. suppliers.
- Advises importers of credit available under USDA export credit programs.
- Provides information on potential opportunities to help U.S. exporters target particular markets; may serve as an interpreter for U.S. visitors to government officials and trade representatives.

- Facilitates business communication between American and local (including Moldova) interest.
- Works with various visitors to assist them to achieve their goals consistent with USDA interests. Facilitates all activities including international trade show exhibits, seminars, and retail promotions.

**Contacts**

**10%**

- Develops and maintains contacts with very broad spectrum of importers, exporters, distributors, farm leaders, officials of agricultural and food research institutions, members of the academic community and the general public.
- Develops contacts with key officials who are instrumental in resolving policy problems.
- Assists in arranging hearings on U.S. demarches on policy problems.
- Develops and uses effectively a wide and reliable network of contacts for reporting on assigned countries' agricultural products and trade relations.

Other duties and responsibilities as assigned including incidental driving

**5%**

**REQUIRED QUALIFICATIONS:**

**EDUCATION:**

M.S. or equivalent in agricultural or natural resource economics, economics or an MBA is required.

**WORK EXPERIENCE:**

*Full performance level:* Five years of progressively responsible experience in agricultural economics, agribusiness development, or other closely related field, with an emphasis in the economic aspects of agricultural marketing, trade or production. Some experience in event planning (seminars, foreign visitors, etc).

*Trainee Level:* Four years of progressively responsible experience in agricultural economics, agribusiness development, or other closely related field, with an emphasis in the economic aspects of agricultural marketing, trade or production. Some experience in event planning (seminars, foreign visitors, etc).

**LANGUAGE:**

Level IV (Fluent) in English, Ukrainian and Russian is required.

**KNOWLEDGE:**

A very thorough understanding of agricultural practices, market conditions, and government policies in Ukraine. Ability to relate developments in the Common Agricultural Policy of the EU to Ukraine's bid for EU membership. Working knowledge of Ukraine's commitments in the WTO and international agreements relating to agricultural policy (e.g. WTO SPS agreement, IPPC, CODEX, OIE).

## **SKILLS AND ABILITIES:**

Successful candidates will possess the ability to prioritize multiple competing tasks and requests, develop strong working interpersonal relationships with stakeholders from governments, the private sector and civil society. An incumbent should digest large amounts of information and distill it into cogent summaries for policy makers, write quickly and accurately, and provide oral briefings on a variety of topics related to foreign assistance and economics. Employee is expected to have strong MS Office user skills: Word, Excel, PowerPoint, Outlook, etc.

## **APPLICATION AND SELECTION PROCESS:**

✓ The Universal Application for Employment (DS-174) is the **mandatory** application for all locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **November 19, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section:

<http://ukraine.usembassy.gov/job-opportunities.html>.

**Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-51-55](tel:521-51-55).**

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

## **ADDITIONAL SELECTION CRITERIA:**

- Current employees serving a *probationary period* are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv 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.

CLEARED: JSanchez– FAS (by email)