VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: V 12-003

OPEN TO:	**All Interested Candidates/All Sources**
POSITION:	**Agricultural Marketing Specialist, *FSN-10, FP-4****
OPENING DATE:	**May 4, 2012**
CLOSING DATE:	**May 23, 2012**
WORK HOURS:	**Full-time; 40 hours/week**
SALARY:	*Ordinarily Resident (OR): FSN-04 (RUB. 1,203,871 + bonus RUB 29,952 p.a. (starting salary)* **AEFM/MOH/NOR: FP-AA** (position grade to be confirmed by Washington)*

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Vladivostok is seeking an individual for the position of Agricultural Marketing Specialist in the Agricultural Trade Office.

BASIC FUNCTION OF POSITION

The incumbent serves as principle advisor on host country marketing practices and import opportunities for U.S. food and agricultural products in the Russian Far East region. Incumbent also serves as the principle Locally Engaged Staff (LES) advisor to the Agricultural Trade Office (ATO) Director and the Minister Counselor for Agricultural Affairs in Moscow. Incumbent is responsible for planning, organizing, executing and monitoring annual programs or activities to maximize and expand market access and exposure of U.S. agricultural products. Evaluates and reports success of marketing activities and recommends appropriate changes. Researches and prepares reports for assigned products/sectors. Resolves trade policy problems and uses senior level contacts with public and private sector officials to obtain local support for imports of U.S. agricultural products. Counsels and assists U.S. officials, business representatives and local importers in trade possibilities between the U.S. and Russia.

(A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Contact Margarita Shvedova, 2-300-070)

QUALIFICATIONS REQUIRED

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

1. Bachelor's Degree in economics, marketing, business, communications or agriculture is required.

2. At least 5 years of experience in business, marketing or international trade is required.

3. Level IV (fluent) spoken and written English (will be tested) and Level IV (fluent) spoken and written Russian are required.

4. A thorough knowledge of USDA agricultural marketing programs, policies, regulations, and procedures and a similar understanding of host country laws, policies, and procedures pertaining to agricultural marketing and trade are required. A thorough knowledge of market mechanisms, constraints, and practices for various agricultural commodities and processed foods in Russia and the opportunities for U.S. products in the market is required. Sound knowledge of general marketing theory and practices, preferably in the food sector, is also required. A very good knowledge of U.S. business practices and policies and a working knowledge of agriculture in the U.S. and Russia is required. Specific knowledge of one or more of the following industries in combination is required: consumer retail, packaged foods, beverages, snacks, meat, poultry, food ingredients, fruit, hotels/restaurant/institutional (HRI), trade finance, marketing science, journalism and/or advertising

5. Must be able to develop and maintain an extensive range of contacts with senior level decision makers or their staff in the host government and private sector. Must be able to explain interrelated agricultural marketing developments (e.g. with political, economic and sociological forces). Must be able to prepare well-crafted and thorough marketing reports in grammatically correct English which analyze current market conditions and the impact and success of various marketing strategies (Will be tested). Must be able to provide sound professional advice. Must be able to manage office budget and expenditures following USDA rules and procedures. Excellent word processing, spreadsheet (Excel), communications (e.g. Outlook) and internet skills are required. Ability to use contact management software, graphic design, web development, desktop publishing is desired. Excellent organizational and planning skills are required. Incumbent may be expected to plan events as far as one year to 18 months in advance. Communication skills are extremely important, as incumbent will be in frequent contact with local and U.S. contacts, local contractors/vendors, as well as the ATO Director and other ATO staff resident in other cities. Given the amount and complexity of the work, it is absolutely essential that information is shared/communicated clearly and efficiently in order to avoid confusion, delays or unnecessary costs. Must be able to carry out assigned duties and learn new procedures and communication tools with minimal to no supervision and direct the actions of others, such as administrative staff, Consulate colleagues, or contractors.

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 address the required qualifications above in the application.

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 employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory 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 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.

6. The candidate must be able to obtain and hold a security clearance.

TO APPLY

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**

2. A current resume or curriculum vitae that provides the <u>same information</u> 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. 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.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Fax: 7-4232-499-372
e-mail: vladivostokhr@state.gov
Preferred way of sending resumes is on-line.

POINT OF CONTACT
Margarita Shvedova,
Telephone: 7-4232-300-070
FAX: 7-4232 -449-372

CLOSING DATE FOR THIS POSITION: May 23, 2012

The U.S. Mission in Vladivostok 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.

Vacancy Announcement approved by Dae Bum Kim _____
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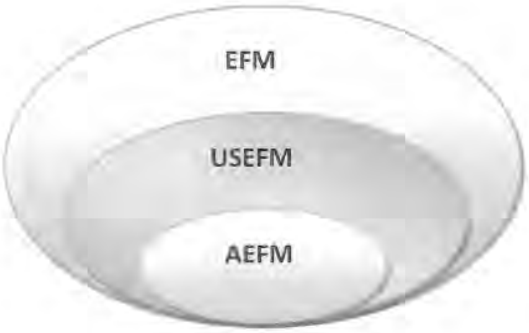
Appendix A
DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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:

    1. 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

2. 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, 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; 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.

4. **Not Ordinarily Resident (NOR)** – An individual who:

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

5. **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