Announcement Number 20/13

OPEN TO:	All Interested Candidates
POSITION:	**Cultural Affairs Assistant, FSN-9; FP-5 (steps 1 through 4)*** (*Position Grade for Not-Ordinarily Resident FP-5 (steps 1 through 4) is to be determined by Washington; Position Grade for Ordinarily Resident is FSN-9)
OPENING DATE:	June 5, 2013
CLOSING DATE:	June 19, 2013
WORK HOURS:	Full-time (40 hours per week)
LENGTH OF HIRE:	**Temporary position not to exceed one year from the date of hire.**

NOTE: Please read the announcement carefully. Applicants should indicate the vacancy for which they are applying at the top of CV. Only short listed candidates will be contacted. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government, and note the type of relationship.

US Embassy Tbilisi is seeking an individual for the position of Cultural Affairs Assistant in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION:

Incumbent is one of two Cultural Affairs (CA) Assistants working on education, exchanges, and speaker programs at a medium-sized post. Under the supervision of the Public Affairs Officer (PAO) and/or Cultural Affairs Officer (CAO), the CA designs and implements exchange, public diplomacy, educational and speaker programs. This includes making and maintaining a wide network of key contacts, developing MSRP-themed support programs, arranging logistics, and conducting follow-up, such as debriefings and reports to Washington. The incumbent works independently most of the time with minimal oversight by the CAO or PAO and frequently acts as a team member for PAS and inter-section working groups within the embassy. The incumbent must use critical judgment in designing programs for PAO review and supervises Georgian student interns for 2-3 months twice a year.

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

- A university degree in the liberal arts, such as international relations, public policy, social sciences, education, or related fields is required;
- Two years' progressively responsible experience in educational, civic, or cultural activities, teaching, or related fields is required;
- Level IV (Fluent) Speaking/Reading/Writing **Georgian** is required. This may be tested;
  Level IV (Fluent) Speaking/Reading/Writing **English** knowledge is required. This will be tested;
  Level III (Good Working Knowledge) Speaking/Reading/Writing **Russian** is required. This will be tested;
- Good working knowledge of Georgian political, economic, social, and education structure; key political and educational institutions, political parties; cultural and historical development. Knowledge of relevant legislation, current events in politics and economic reform. An understanding of the problems facing the education sector;
- Ability to develop and maintain contacts in Georgian government, education, and cultural circles; to plan and carry out projects and provide logistical and administrative support according to schedule; to draft correspondence and reports in English and Georgian. Some drafting of documents in Russian is required. Ability to exercise tact and diplomacy, especially important in trouble shooting a wide variety of education and exchange programs. Must be able to write clearly. Microsoft office, e-mail, and ability to locate basic information on the Internet.

SELECTION PROCESS:
When equally 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.

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 US Citizen EFMs who hold an FMA appointment 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.

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

1. Application for US Federal Employment DS-174; or
2. A current Resume or Curriculum Vitae that provides the same information as a DS-174; (**please indicate months and years of all employments, form should be in English**);
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their applications;
4. Any other documentation (e.g. essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. **You may apply on-line using the** HROTbilisi@state.gov **email address. <u>This is the preferred means of applying</u> for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Tbilisi:**
http://georgia.usembassy.gov/about-us/employment-opportunities--tenders2.html
3. **ALL APPLICATIONS <u>MUST</u> BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

MAIL APPLICATION TO:
Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 227-77-07

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) 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.

2. EFM: An individual related to a US 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.

3. 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, 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 US Citizen.

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

- Is <u>not</u> 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

Closing Date for This Position: June 19, 2013

The US Mission in Tbilisi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through contingent diversity enhancement program.

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.

Conard C. Hamilton
Human Resources Officer