

EMPLOYMENT VACANCY

U.S. EMBASSY KOLONIA

POSITION TITLE: PUBLIC DIPLOMACY/STAFF ASSISTANT

DATE: JANUARY 5, 2009

NO: VA 09-01

TO: ALL INTERESTED CANDIDATES

This is a re-advertisement of the vacancy. Previous applicants do not need to re-apply.

OPEN TO: All Interested Candidates

POSITION: Public Diplomacy/Staff Assistant, FSN-9; FP-5*

OPENING DATE: January 5, 2009

CLOSING DATE: February 5, 2009

WORK HOURS: Full-time, 40 hours/week, Monday to Friday
8:00 a.m. – 5:00 p.m. (includes 1 hour lunch break)

SALARY: *Not-Ordinarily Resident (NOR): Starting salary at FP-5; Step to be determined by Washington.

*Ordinarily Resident (OR): US\$ 15,130 (Starting salary)
Position Grade: FSN-9

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

The U.S. Embassy in Kolonia, Pohnpei, Federated States of Micronesia, is seeking an individual for the position of Public Diplomacy and Staff Assistant in the Embassy's Executive Office and Public Diplomacy Section.

BASIC FUNCTION OF THE POSITION

The employee serves as Public Diplomacy Chief and Staff Assistant to the Ambassador. Initiates, organizes and analyzes the impact of public diplomacy programs for the Ambassador and the larger United States Mission in the Federated States of Micronesia. Manages outreach activities for the Ambassador and other Mission staff, involving a variety of U.S. Government agencies, Micronesian government officials and civic organizations, and other sections of the U.S. Mission. Advises the Ambassador and other Mission staff on public advocacy, representational events, and core contacts.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: (691) 320-2187.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each of the required selection criteria detailed below with specific and comprehensive supporting information.

1. University degree in international relations, political science, public relations, communications/journalism, law or related fields is required.
2. Four years progressively responsible experience in public relations, government, non-governmental organizations (NGO) or politics is required.
3. Level 4(Fluency) English is required. Level 2 (limited knowledge) of a local Micronesian language is required.
4. Thorough knowledge of the host country's government, media, NGO, commercial, social and educational structure and key personalities is required; good knowledge of U.S. government, U.S. media, environmental, business, education, and political processes is required.
5. Ability to develop and maintain access to target contacts in the media, government, business, education and environmental circles is required.
6. Ability to speak and write persuasively in support of U.S. goals and policies and to provide advice on commercial, economic, environmental and media affairs is required.
7. Must have excellent organizational skills to plan and execute complex public diplomacy programs.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications listed above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current OR 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 USEFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.

5. Currently employed NORs hired under a Personal Services Agreement 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 work schedule.
6. The candidate must be able to obtain and hold a sensitive but unclassified security clearance.

TO APPLY

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

1. Optional Application for U.S. Federal Employment (OF-612); or Applying for a Federal Job (OF-510);

or

A current resume or curriculum vitae that provides the same information as an OF-612 or OF-510;

Plus,

2. Candidates who claim U.S. veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Section
U.S. Embassy
P.O. Box 1286
Kolonía, Pohnpei FM 96941
Federated States of Micronesia

POINT OF CONTACT

Name: Melina Fermill, HR Assistant
Telephone: (691) 320-2187
Fax: (691) 320-2186

DEFINITIONS

1. EFM: An individual listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a U.S. Government (USG) agency that is under Chief of Mission (COM) authority and related to that USG employee in one of the following ways:

- Spouse;
- 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:

a. 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

b. Resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

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, 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 Local Compensation Plan (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.

All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: February 5, 2009

THE U.S. MISSION IN KOLONIA, FEDERATED STATES OF MICRONESIA, 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 (EEO) 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.