



**AMERICAN EMBASSY
SKOPJE**

VACANCY ANNOUNCEMENT

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ANNOUNCEMENT NUMBER: 011-09

OPEN TO: All interested candidates

POSITION: Cultural Affairs Assistant, FSN-08; FP-06*
(Temporary position not to exceed 9 months)

OPENING DATE: March 16, 2009

CLOSING DATE: March 30, 2009

WORK HOURS: Full-time (40 hours per week)

SALARY: *Ordinarily Resident: € 14,531 p.a. (Starting salary)
(Position Grade: FSN-08)

*Not-Ordinarily Resident: \$37,828 p.a. (Starting salary)
(Position Grade: FP-06 to be confirmed by Washington)

BASIC FUNCTION OF POSITION

Under the direct supervision of the APAO and general guidance of the PAO, performs a variety of professional assistance and support duties relating to the design and administration of the post's cultural and educational (short – term) exchange programs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

1. University degree in the liberal arts, education, social sciences, international relations, American Studies/English or Business is required.
2. Must have at least three years of progressively responsible work experience in education, teaching, non-governmental organizational management, cultural activities or social/humanities based organizations.
3. Level IV Speak/Read (Advanced Professional Proficiency) English is required. Level IV Speak/Read Macedonian is required.
4. Must have good working knowledge of Macedonian politics, economic, social, non-government organizations and educational institutions with special emphasis on cultural structures and institutions.
5. Must have excellent independent planning and organizational skills and be detail-oriented in order to effectively manage all assigned activities. Must be able to carry out assigned projects and provide support to professional development programs according to schedule. Must be able to work on weekends and evenings as necessary and be available to travel outside Skopje overnight on business.
7. Must be able to maintain working level contacts in governmental, educational and cultural institutions at the highest levels, Ministries etc. and have highly effective interpersonal skills.
8. Must have excellent English writing skills.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.

4. Currently employed NORs (persons not ordinarily resident in the country of Macedonia) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.

TO APPLY

Interested candidates for this position should submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

In addition, candidates may include 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

Human Resources Office
Attention: Management Officer
American Embassy Skopje, Blvd. Ilinden bb, 1000 Skopje, Macedonia;

or e-mail to:

ApplicationS@state.gov; or

FAX: 389-2-3117-103

DEFINITIONS

1. 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,
- Spouse or unmarried child 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;
- 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, 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 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.

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

CLOSING DATE FOR THIS POSITION: (March 30, 2009)

The US Mission in Skopje 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.