

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11- 0052

OPEN TO: All Interested Candidates

POSITION: **1101560 Agricultural Specialist - Technical, FSN-11, FP-3***

OPENING DATE: June 10, 2011

CLOSING DATE: July 25, 2011

WORK HOURS: *Full-time; 40 hours/week*

SALARY: **Ordinarily Resident (OR): FSN-11 (RUB 1,562,674 +bonus RUB 29,952 p.a.-starting salary)*

**AEFM/MOH/NOR: FP-3* (position grade to be confirmed by Washington)*

LENGTH OF HIRE: Permanent position

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. Embassy in Moscow is seeking an individual for the position of **Agricultural Specialist - Technical in the Foreign Agricultural Service.**

BASIC FUNCTION OF POSITION

The position collects, analyzes, and reports scientific and technical information on Customs Union and Member (Russia, Kazakhstan, and Belarus) agriculture and food regulations, while informing Minister-Counselor and American Officers through issue development. Independently develops strategy for confronting current and potential trade barriers, with assistance of Minister-Counselor and Agricultural Officer. Provides industry information and recommendations for navigating SPS/TBT issues as well as resolves actualized problems at the border. Provides interpretation in sphere of expertise. Performs administrative and scheduling service in maintenance of contacts and diplomacy.

A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Please send your request to the email address:

moscowhr@state.gov

QUALIFICATIONS REQUIRED

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

1. University or Institute Degree in one of the following areas: science (including food science, chemistry, biology, etc.), economics, commerce, marketing, agriculture, international trade/relations, or law, is required.
2. At least 5 years of progressively responsible experience in a profession related to agriculture or agricultural trade and technical regulation is required.
3. Level IV (fluent knowledge) in English (speaking/reading/writing), level IV (fluent knowledge) in Russian with special knowledge of technical terminology in agriculture, science, and economics is required. Incumbent must be able to interpret for high-level meetings between Agricultural Minister-Counselor and the host government. Will be tested.
4. Thorough understanding of science-based decision making, including the roles of Codex, IPPC, OIE, ISO, as well as the WTO SPS and TBT agreements is required. Thorough knowledge of past, present, and potential trade barriers which are sanitary, veterinary, phyto-sanitary, or technical in nature is required. Thorough knowledge of operations of the Customs Union, the Russian Government, the relevant Russian Ministries, as well as knowledge of Russian institutes and industry organizations is required. Thorough network of key contacts in Russian industry and Government is required. Thorough understanding of US and Russian production and trade policies impacting agriculture and food products is required. Thorough knowledge of Russian business practices and distribution channels of agricultural and food products is required. Thorough understanding of the state of agricultural development in Russia and the policies pertaining its development and trade is required. Basic understanding of economic principles is required.
5. Must be able to obtain, evaluate, and report on scientific and technical issues affecting imports of US agricultural products. Must be able to obtain and evaluate market data from a wide variety of sources. Must be able to prepare complete English drafts for all scheduled reports as well as voluntary reports on other issues with only minor edits required. Must be able to recognize and evaluate new developments, which could affect supply and demand for assigned commodities and prepare voluntary/alert reports. Must have personal characteristics that inspire cooperation on the part of persons with whom he/she must maintain official contact. Basic computer skills, including spreadsheets and word processing with an aptitude to learn and use new technology is required.

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 (OF-612); **or**
2. A current resume or curriculum vitae that provides the same information 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: 7-495-728 5244; Email: moscowhr@state.gov

The preferred way of receiving resumes is via email.

Due to the high volume of applications, only qualified applicants will be contacted by the HR Office.

CLOSING DATE FOR THIS POSITION: July 25, 2011

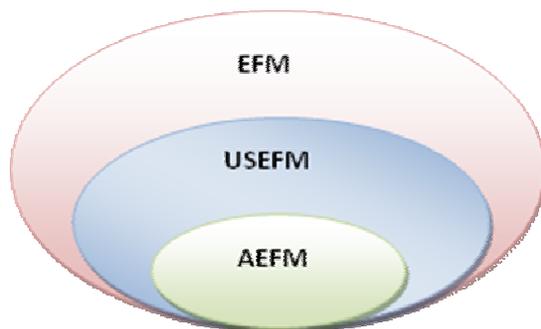
The U.S. Mission in Russian provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve 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 Heather Grant (Human Resources Officer)

Page 3 of Vacancy Announcement Number 11-0052

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