



U.S. EMBASSY BRIDGETOWN, BARBADOS ADMINISTRATIVE NOTICE

No. 45/10N

DATE: June 10, 2010

OPEN TO: All Interested Candidates

FROM: Leticia Macapinlac, Acting Management Counselor

POSITION: Cultural Affairs Assistant, Public Affairs Section, FSN-08;FP-6

OPENING DATE: June 10, 2010

CLOSING DATE: June 24, 2010

WORK HOURS: Full time 40 hours/week

SALARY *Ordinarily Resident : (BDS\$70,333.00) p.a.; (Starting Salary)
(Position Grade: FSN-08/1)

*Not-Ordinarily Resident: (US\$41,780.00) p.a. (Starting Salary
(Position Grade:FP-06/1) is confirmed by Washington)

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

The U.S. Embassy in Bridgetown is seeking an individual for the position of Cultural Affairs Assistant, Public Affairs Section. This is a full time, 40 hour per week position.

Basic Functions of Position:

The Cultural Affairs Assistant (CAA) serves as the principal LES staff assistant to the PAO and DPAO on cultural affairs programming and related issues in country. Under general guidance from both officers, she/he exercises considerable independence in planning, scheduling and administering thematic cultural programming of broad scope and complexity, designed to help achieve Mission Strategic Plan objectives and to enhance bilateral relations. The CAA must devise such programming not only in Barbados, but also across the other six island nations of the OECS served by Embassy Bridgetown.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Human Resources Office, (Telephone number 227-4342).

Qualifications Required:

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

Education:

Two years of college i.e. Associate's degree in a social science or humanities is required.

Prior Work Experience

Three years progressively responsible experience in cultural activities or related fields in a government affiliated agency, educational setting, cultural entity or similar institution is required. The prior experience should provide a substantive basis upon which to undertake and competently execute the full range of duties outlined above.

Language Proficiency:

English level IV (fluent writing, reading and speaking) is required.

Knowledge:

Thorough knowledge of the host country's art, cultural, educational, social and political processes is required. Some knowledge of U.S. society and values strongly preferred. Basic knowledge of PAS programs and techniques, and how the component parts work together is required. Thorough knowledge of overall cultural programs and of specific programs assigned once competency in full range of duties attained is required. Excellent command of Windows XP, Microsoft Office (Word, Excel, PowerPoint, Outlook), Internet Explorer, Photo Shop (or similar) is required.

Skills and Abilities:

Ability to develop and maintain contacts in cultural, governmental, and educational circles is required. Ability to plan for and give logistical support to cultural events and projects is required. Ability to independently follow-up on a variety of administrative details related to projects is required. Ability to establish priorities among simultaneous demands. Discretion and poise to deal with social, cultural, and political leaders in the society as well as sometimes sensitive information. Skilled in Microsoft Office - word processing (minimum Typing II level), Outlook e-mail system, Internet based applications including social media, Excel spreadsheets, etc. is required (typing skills will be tested).

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans are 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 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 EFM's 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 (see definition below) 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 (SF-171 or OF-612) or Employment as a locally employed staff (HR-001) or
A current resume or curriculum vitae that provides the same information as an OF-612; 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:

Human Resources Office
U.S. Embassy
Willey Business Park
St. Michael BB14006
Telephone: (227-4000, ext 4342)
Fax: (227-4048)

*The mailbox address is: BridgetownHumanResources@state.gov to which one may electronically send one's application.

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 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse or 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, 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 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 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 24, 2010

The US Mission in Bridgetown 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.