

EMPLOYMENT OPPORTUNITY

U.S. MISSION GERMANY

Number: H120-10

Date: August 19, 2010

Position Title	Cultural Affairs Specialist
Location	American Consulate General Hamburg, Public Affairs Office
Open To	All Interested Candidates
Salary and Grade	<p>Not Ordinarily Resident - US \$ 56,323 per year starting salary Position Grade: FP-05, steps 5 through 14</p> <p>Ordinarily Resident - € 55,299 per year starting salary Position Grade: FSN-10</p> <p>Candidates may be hired on a developmental level, i.e. one or more pay grades below the full performance level in order to receive training and to acquire knowledge of U.S. Government specific regulations and operating procedures.</p>
Work Hours	Full-time, 40 hrs.
Opening Date	August 20, 2010
Closing Date	September 15, 2010
Security Requirement	US Mission certified medical/non-sensitive security clearance

ALL FOREIGN COUNTRY APPLICANTS, INCLUDING AMERICAN CITIZENS, MUST HAVE AND SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate in Hamburg is seeking an individual for the position of Cultural Affairs Specialist in the Public Affairs Office.

BASIC FUNCTION OF POSITION

(A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to employment-germany@state.gov with identification of vacancy number.)

The Cultural Affairs Specialist is the principal program and exchanges specialist and has the lead responsibility for ensuring that the Overall Public Affairs programs and activities are planned, coordinated and executed in accordance with the Mission Strategic Plan. To this end, s/he consults with the Consul General and Embassy Public Affairs officers and coordinates the Consulate's overall Public Affairs program with Hamburg Public Affairs staff members. S/he analyses and evaluates Public Affairs program and activities and ensures that post's Public Affairs resources are being employed effectively.

QUALIFICATIONS REQUIRED

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

EDUCATION: Graduate degree in American Studies, History, International Affairs, Journalism or Political Science is required. Educational experience in the US is required.

EXPERIENCE: Three (3) years of progressively responsible experience in working in the fields of international affairs, exchanges, cultural affairs, educational affairs or social affairs is required.

LANGUAGE: Level 4 (fluency) German and English speaking, reading and writing skills are required.

KNOWLEDGE, SKILLS, ABILITIES:

- Thorough knowledge of German and U.S. society, economic, social and political processes as well as of German and U.S. educational systems and of German and U.S. governments is required.
- Excellent inter-personal skills are required to develop and maintain professional-level contacts.
- Capacity to develop, organize and coordinate numerous programs and projects simultaneously with careful attention to detail, while working under severe time constraints is required.

- Ability to organize own duties with a minimum of supervision.
- Must have good public speaking and writing skills in German and English for preparation of oral and written reports, speeches, information material and general correspondence.

Please note that the Human Resources Office may conduct tests of appropriate language levels, or other required skills during the interview process.

APPLICATION INFORMATION

- **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 in the application.
- **Additional Selection Criteria:**
 1. The U.S. Mission will consider nepotism/conflict of interest, budget, and residency status, and whether applicant has a work permit, in determining successful candidacy.
 2. Locally Employed Staff (LE Staff) of U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply.
 3. Current Locally Employed Staff (LE Staff) 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 ninety (90) calendar days of their employment.
 5. Currently employed Not Ordinarily Resident (NOR) employees, hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first ninety (90) days of their employment unless hired into a position with a When Actually Employed (WAE) work schedule.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation using the U.S. Mission's electronic application process:

Direct link: <http://employment.usembassy.de/>

1. Applicants submitting a resume or curriculum vitae must provide information equal to what is found on the Universal Application for Employment (UAE), DS-174. **Failure to do so will result in an incomplete application.**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their electronic application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring 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.
4. Application language is English, i.e. application for employment, CV or resume only. Certificates, awards or degrees in English or German do not need to be translated.
5. Note that the U.S. Mission does not/refund travel expenses incurred by the interviewee.

For a complete list of the terms such as US citizen Eligible Family Member (USEFM), Eligible Family Member (EFM), Member of Household (MOH), Not Ordinarily Resident (NOR), Ordinarily Resident (OR) and their definitions, see the definitions list on the website <http://employment.usembassy.de/definitions.htm>.

CLOSING DATE FOR THIS POSITION: September 15, 2010

The U.S. Mission in Germany 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 affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: HR :JCisek
Cleared:A/CG:KBel
Drafted: HR:KWitte