

# EMPLOYMENT OPPORTUNITY

U.S. MISSION GERMANY

Number: B126-10  
Date: August 24, 2010

<b>Position Title</b>	<b>Cultural Affairs Specialist</b>
<b>Location</b>	<b>U.S. Embassy Berlin, Public Affairs Office</b>
<b>Open To</b>	<b>All Interested Candidates</b>
<b>Salary and Grade</b>	<p><b>Not Ordinarily Resident</b> - US \$56,323 per year starting salary Position Grade: FP-5, steps 5 through 14</p> <p><b>Ordinarily Resident</b> - €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>
<b>Work Hours</b>	<b>Full-time, 40 hrs.</b>
<b>Opening Date</b>	<b>August 25, 2010</b>
<b>Closing Date</b>	<b>September 12, 2010</b>
<b>Security Requirement</b>	<b>US Mission certified medical/non-sensitive security clearance</b>

ALL NON-GERMAN CITIZEN APPLICANTS, INCLUDING AMERICAN CITIZENS, MUST HAVE AND SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Berlin 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](mailto:employment-germany@state.gov) with the number in the top-left corner of this announcement.)*

Using expertise in political and security, serves as the senior locally employed staff advisor to senior Embassy officers in Public Affairs and the Political Section in the planning and administration of a broad, multi-faceted, Europe-wide speaker program designed to provide better understanding of U.S. policies and achievements among key audiences in Germany and Europe.

## **QUALIFICATIONS REQUIRED**

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

**EDUCATION:** Required is a master's degree in an academic field that centers on or encompasses a combination of any of the following areas: political sciences, international relations, foreign policy, international security policy, diplomacy, international peace studies, international negotiation and conflict resolution, defense policy analysis, planning and programs, global studies, human rights, history, economics, finance, business, energy and resources, American Studies, law, environmental studies, public policy, anthropology, geography or international development. Three months of university-level study or teaching in the United States in any field or three months of research experience at a research institute in the U.S. is required.

**EXPERIENCE:** Five years (5) of progressively responsible experience in programming speakers, teaching, event planning, research, policy advising, and/or organizational management is required. Three (3) years of experience in planning events or programming in a university, foundation, think-tank, embassy or other institution is required.

**LANGUAGE:** Level 4 language skills (fluency) in spoken and written German and English are required.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Thorough knowledge of German and American political, economic, educational, social, and security systems; government and private institutions; political and cultural movements; historical developments; and key figures in government, military, cultural, professional, and academic circles, as well as the mass media is required.
- In-depth knowledge of US foreign policy objectives, political processes, society, and culture is required.
- Ability to develop and maintain extensive top-level contacts in governmental, cultural, security, media, and academic circles in Germany and the US is required.
- Ability to initiate, arrange and manage complex programs on a countrywide and Europe-wide basis is required.

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 candidates specifically address the required qualifications in their applications.
- **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 positions 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 Reports 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 applications 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 disqualification based on an incomplete application.**
2. Candidates who claim U.S. Veterans preference must provide a copy of form DD-214 with their electronic applications. Candidates who claim conditional US Veterans preference must submit with their applications documentation confirming eligibility for a conditional preference in hiring.
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 and CV or resume must be in English only. Certificates, awards or degrees in English or German do not need to be translated.
5. Note that the U.S. Mission does not/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 12, 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:PAO:ECorwin  
Drafted: HR:KWitte