

UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Location: TORONTO, CANADA

POLITICAL/ECONOMIC SPECIALIST VACANCY NUMBER: 18-070

Friday, September 21, 2018
This Vacancy is **Open**

OPEN TO: All Interested Candidates // All Sources

POSITION: Political/Economic Specialist **Grade:** FSN-10, FP5*

OPENING DATE: Friday, September 21, 2018

CLOSING DATE: Friday, October 5, 2018

WORK HOURS: Full time; 40 hours per week

SALARY: FSN-10, step 1, 72, 946 CAD p.a.

FP-5 step 5, 51.007 USD p.a.*

*Final grade/step at FP pay scale will be determined by

Washington.

LENGTH OF HIRE: Indefinite subject to successful completion of probationary

period

NOTE: THIS POSITION REQUIRES LOCAL SECURITY

CERTIFICATION OR PUBLIC TRUST

The U.S. Consulate in TORONTO is seeking an individual for employment in CANADA for the position of Political/Economic Specialist in the Political Section.

BASIC FUNCTION OF POSITION

The Political/Economic Specialist is responsible for researching and information gathering, establishing and maintaining contacts, and reporting on economic and political issues. He/she reports to the Political-Economic Chief and is responsible for general support of the Consul General, Political-Economic Chief, and the Political-Economic Officer on a daily basis as well as during special events/ -visits. Duties also include trade facilitation in cooperation with Commercial Service Officers and staff.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- **1. Education:** Possession of an undergraduate degree in Political Science, International Relations, International Law, or Economics.
- **2. Experience:** Minimum of five years of progressively responsible experience in political/economic research and analysis, newspaper reporting of political developments, university teaching, and/or economic industry.
- 3. Language: Level IV (Fluent) speaking/writing/reading English
- **4. Knowledge:** Must possess superior working knowledge of federal, provincial, and municipal (Greater Toronto Area) economic, political and social issues; a substantive understanding of U.S. -Canada relations; and broad U.S. foreign policy objectives.
- **5. Skills and Abilities:** Strong analytical skills to interpret significant economic and political developments relating to U.S. interests; ability to work on several projects simultaneously; ability to meet fast turn-around deadlines; excellent oral and written communication skills; good interpersonal and networking skills; must be resourceful and have well-developed research abilities. Proficiency in Microsoft Word, PowerPoint, Excel, and Outlook. Valid driver's license is required.
- **6. Interpersonal Skills:** Good interpersonal and networking skills; must be resourceful and have well-developed research abilities.

SELECTION PROCESS

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **
- * IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.
- ** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

ADDITIONAL SELECTION CRITERIA

We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply (https://careers.state.gov/wp-

content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf).

Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission Canada may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office. The pay plan is assigned at the time of the conditional offer letter by the HR Office.

TO APPLY

All candidates must be able to obtain and hold a required level of clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site or Mission Canada website at https://ca.usembassy.gov/embassy-consulates/jobs/ or by contacting Human Resources Office.

To apply for this position, applicants should submit the documents listed below.

Required Documents: Please provide the required documentation listed below with your application:

DS-174

Copy of Orders/Assignment Notification (or equivalent) Residency and/or Work Permit Passport copy

DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

SF-50 (if applicable) List of references

SUBMIT APPLICATION TO: Management Office/HR

U.S. Consulate 360 University Ave. Toronto Ontario M5G 1S4

E-Mail Address: TrtHR@state.gov

Please reference Job Announcement number.

DEFINITIONS

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

Thank you for your application and your interest in working at the U.S. Mission in Canada.

CLOSING DATE FOR THIS POSITION: FRIDAY, OCTOBER 5, 2018

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

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