

AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 17-071

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Specialist, FSN-6005-10, DLA-710022

(Personal Services Agreement)

OPENING DATE: August 28, 2017

CLOSING DATE: September 01, 2017

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-05 (steps 5 through 14)

Ordinarily Resident (OR) - Grade: FSN-10*

*Starting salary will be determined on the basis of qualifications and

experiences, and/or salary history.

ALL NOT ORDINARILY RESIDENT (NOR) APPLICANTS (See Definitions) MUST ATTACH THE REQUIRED WORK PERMIT-VISA, RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (Applications that do not provide the required documentation will not be considered)

The U.S. Embassy in New Delhi is seeking eligible and qualified applicants for the position of Cultural Affairs Specialist in the Public Affairs Office (PAO) (24 Kasturba Gandhi Marg, American Center).

Applicants must apply on the Universal Application for Employment (UAE) DS-174 form. Applications not completed on the DS-174 form will not be accepted. (Refer to application procedure below).

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTIONS OF POSITION

The Senior Cultural Specialist for Programs (SCSP) is the principal expert advisor to Mission India on U.S, Government-sponsored public diplomacy programs including speaker, performing groups, conferences, exhibits, festivals and film programs. The incumbent directs, manages, and oversees all aspects of a complex \$600,000 portfolio of different USG public diplomacy programs throughout India. Responsible for working with all Posts in India to develop programs including venue selections; identification of technical providers including lighting, sound and stage setting; and promotion of the programs including advertising, coordinating marketing with partners and developing support materials. Coordinates the work of a high performing countrywide team of approximately 10 Locally Engaged (LE) staff and five American Officers. Develops, maintains and uses close contacts at the highest levels in the host country political circles, government, academia, media, think tanks, national industry associations, non-governmental and community groups and cultural organizations. Develops financial plans, and ensures that the programs effectively support ICS themes, and comply with host-country requirements and relevant USG regulations, including IIP speaker guidelines and the Embassy regulations. Serves as a Grants Officers Representative (GOR) on all speaker-related grants and cooperative agreements. Responsible for strategic planning and program development, and provides intellectual leadership to the team and colleagues. Serves as Post's primary point of contact with the geographic and program officers of the Office of International Information Programs (IIP), the Bureau of Educational and Cultural Affairs (ECA) and, as required, other offices of the State Department in Washington, D.C. Recommends and recruits speakers, artists, and cultural specialists, and negotiates the terms and schedules for their programs. The incumbent is a senior member of the Mission Indian Public Affairs management team, participates in all strategic planning and program development, and provides intellectual leadership to his/her team and colleagues. Leads our program initiatives across all India. Guides and advises all PA staff country wide for the optimal utilization of cultural programs. Maintains high-level contacts in all areas to recommend names for the Contact Management Database; program events; guest lists; and nominations for Exchange programs. Oversees the Cultural Affairs Assistant, providing work guidance and supervision for all work relating to country coordination of programs. Performs other duties as assigned.

QUALIFICATIONS REQUIRED

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

- 1. Completion of Bachelor's degree in any of these disciplines is required: Science, Commerce, Humanities, Bachelor's in Business Administration (BBA) or Bachelor's in Computer Application (BCA).
 - (Indicate completion / non completion by checking Yes /No under the education requirement item no. 18 Did you graduate on the form DS-174? (This question is to know if you have completed class-X, XII or any other degree/vocational courses, also specify the name of course and subjects for each qualification you possess.)
- 2. Four years of work experience in events and conference management/ management of cultural institution or performing arts management.

(Elaborate job responsibilities under item no. 20 (a/b/c/d) on the form DS-174. You may also attach additional sheets in case you would like to provide any further information/details.)

- 3. Level IV (Fluency) in English and in Hindi (speaking/reading/writing).

 (When applying for the position, please indicate your level of proficiency for these languages in item no. 19 on the form DS-174. This language ability will be tested)
- 4. Computer knowledge of MS Office applications.

 (Indicate your computer proficiency level basic/intermediate/advanced) under item no. 21 on the form DS-174 for each computer application listed on the vacancy announcement.)

Following are the mandatory requirements/pre-requisites for employment with U.S. Embassy, New Delhi. Each applicant is required to provide these documents and applications for each position you are interested in. Applications which do not provide the following supporting documents will not be accepted:

- 1. Eligibility to work in India (Applicable to all nationals including host country nationals): Please attach a copy (please do not attach original documents) of any one of the document that confirms your legal eligibility to work in India (for example: Work Permit, Residency Permit, Overseas Citizen of India (OCI), Person of Indian Origin (PIO) copy of passport, PAN Card, Voter's ID, Adhaar Card, Valid Driving License, etc.).
- 2. <u>Educational Documents:</u> Please attach copies of school certificates/Degree/Diploma courses or any other required course certificates as listed on the vacancy announcement.
- 3. <u>Trainings / Certificates / Computer or any other academic course:</u> Any Skilled or Semi-Skilled trainings/courses undertaken and completed as required on the vacancy announcement.
- 4. <u>Other documents:</u> Please attach any other document (e.g. licenses/Certification) if requested above under qualifications required section.

For Further Information: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to NewDelhiVacancies@State.gov

HIRING PREFERENCE SELECTION PROCESS: When qualified, 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 (Leave Without Pay)**

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

- 1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
- 2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 4. The candidate must be able to obtain and hold a local security certification and medical clearance.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

- Universal Application for Employment (UAE) (Form DS-174), which is available on our website <u>https://Universal Application For Employment(UAE) (Form-DS-174)</u> or by contacting Human Resources. (See "For Further Information" above); and
- 2. Any additional documentation that supports or addresses the requirements listed above (e.g. degrees, transcripts, language test scores, typing test scores, work and/or residency permits, etc.)

WHERE TO APPLY:

Human Resources Office Recruitment Team

Mailing Address: Human Resources Office, U.S. Embassy,

New Delhi- 110021

Fax Number: 2419-8056

E-mail Address: NewDelhiVacancies@State.gov

Please insert 17-071 (Vacancy Announcement Number) in the Subject of the E-mail NewDelhiVacancies@State.gov Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

To save paper and ink HR has taken an initiative and we need your cooperation to make it a success. We request you to submit an electronic application. Applications submitted in hard copy or via fax will also be considered however, submitting an electronic application is preferable. The electronic version of application could be Word File or a PDF version (hand filled scanned copy) from your email address to NewDelhiVacancies@State.gov.

EQUAL EMPLOYMENT OPPORTUNITY: 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. 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.

Appendix (DEFINITIONS)

<u>Eligible Family Member (EFM):</u> An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; or
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under chief of mission authority.

<u>U.S. Citizen Eligible Family Member (USEFM):</u> A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

<u>Appointment Eligible Family Member (AEFM):</u> An AEFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the

Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is <u>not</u> subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.