

Position Vacancy

## Commercial/Economic Specialist (Naha)

**OPEN TO:** All Interested Parties  
**POSITION:** Commercial/Economic Specialist (20031)  
**OPENING DATE:** July 29, 2014  
**CLOSING DATE:** August 26, 2014  
**WORK HOURS:** Full Time: 40 hours/week  
**SALARY:** **Full Performance Level:**  
Ordinarily Resident (OR) ¥11,340,565 p.a.  
(Position Grade: FSN-10)  
Not-Ordinarily Resident (NOR)  
(Position Grade: FP- 5 Step 5-14 / Starting salary set by Washington)  
**Trainee Level:**  
Ordinarily Resident (OR) ¥ 10,428,220p.a.  
(Position Grade: FSN-9)  
Not-Ordinarily Resident (NOR)  
(Position Grade: FP- 5 Step 1-4 / Starting salary set by Washington)

**All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.**

The U.S. Embassy in Tokyo is seeking a Commercial/Economic Specialist for the U.S. Consulate General in Naha.

### **BASIC FUNCTION OF POSITION:**

The incumbent, under the supervision of the Consul General (CG) and the Political/Economic Officer, is responsible for all aspects of the Consulate's economic, trade and scientific programs in Okinawa, and regularly conducts research, program management, and reporting on economic, trade, scientific, environmental and Political-Military issues. S/he advises CG on strategies to implement a range of high-profile economic and clean energy engagement initiatives, including one endorsed at the Presidential-Prime Minister level. Because the Department of Energy (DOE) and the National Science Foundation (NSF) are increasing their engagement in Okinawa, the incumbent is responsible for providing project management support and advice to a variety of United States Government offices on a regular basis. This position also works in tandem with the a senior Political Specialist, serving as official back-up to that position and regularly assisting with aspects of the political portfolio, such as coordinating meetings for visiting Department of Defense officials and Congressional delegations, supporting U.S. military ship visits, and interpreting at meetings that Consulate General officers regularly conduct with prefectural and local government delegations. S/he carries out "commercial diplomacy" in support of American businesses.

## QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan2.usembassy.gov/e/info/tinfo-jobtips.html>

### Full Performance Level:

1. **Education:** Bachelor's Degree in International Relations, Government, Political Science, Economics, Business or related field.
2. **Prior Work Experience:** At least 5 years of professional experience in commercial or economic work. Must have at least 18 months experience at doing research.
3. **Language:** Level IV\* (Fluent) Japanese and English. Language proficiency may be tested.
4. **Knowledge:** Must familiarize self with policies, regulations and procedures of the State and Commerce Departments, as it concerns trade promotion, economics, and regional security. Also needs in-depth knowledge of the local business community, as well as organizations active in the fields of economics, commerce, English and international education and scientific research including in renewables and clean energy development. Must also be conversant with national and local political developments and policies to assess their impact on program implementation and export opportunities for U.S. companies and to maintain appropriate contacts.
5. **Skills and Abilities:** Employees must possess an array of attributes that allow him/her to establish and maintain strong contacts in the business, education and Non-Government Organizations (NGO) communities. Must have great initiative and resourcefulness to utilize contacts to carry out post commercial, trade promotion, and education programs. Must have excellent research and writing, and an ability to juggle concurrent work projects with competing deadlines. S/he must be able to offer insight into local and national political dynamics to both United States Government officials and American businesses at a level not normally required by an economic assistant.

### Trainee Level:

1. **Education:** Bachelor's Degree in International Relations, Government, Political Science, Economics, Business or related field.
2. **Prior Work Experience:** At least 3 years of professional experience in commercial or economic work. Must have at least 18 months experience at doing research.
3. **Language:** Level IV\* (Fluent) Japanese and English. Language proficiency may be tested.
4. **Knowledge:** Must familiarize self with policies, regulations and procedures of the State and Commerce Departments, as it concerns trade promotion, economics, and regional security. Also needs good knowledge of the local business community, as well as organizations active in the fields of economics, commerce, English and international education and scientific research including in renewables and clean energy development. Must also be conversant with national and local political developments and policies to assess their impact on program implementation and export opportunities for U.S. companies and to maintain appropriate contacts.
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Government Organizations (NGO) communities. Must have great initiative and resourcefulness to utilize contacts to carry out post commercial, trade promotion, and education programs. Must have excellent research and writing, and an ability to juggle concurrent work projects with competing deadlines. S/he must be able to offer insight into local and national political dynamics to both United States Government officials and American businesses at a level not normally required by an economic assistant.

\* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>.

### **SELECTION PROCESS:**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically 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. Current 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 U.S. Citizen EFMs 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 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.
6. All candidates for employment must submit their applications in English.
7. Applications must be received by the closing date.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member ([DS-174](#)/read-only file); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
6. Academic credential (e.g., copy of transcript, diploma, or equivalent)
7. Language test score that is less than five years old (e.g., TOEIC, TOEFL, STEP, CASEC, JLPT, J-CAT, etc.)
8. Any other documentation (e.g., driver's license, certificates, [typing skills](#), etc.) that addresses the qualification requirements of the position as listed above.

Applications are available at <http://japan2.usembassy.gov/e/info/tinfo-jobs.html>

**SUBMIT APPLICATION TO:**

**Human Resources Office, U.S. Embassy Tokyo**

Address: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420

Fax: 03-3224-5818

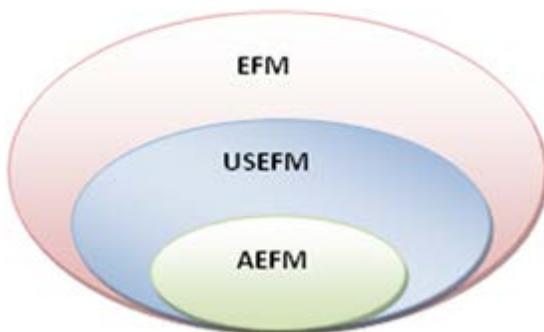
***CLOSING DATE FOR THIS POSITION: August 26, 2014***

The U.S. Mission in Tokyo 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 (EEO) 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 A

**DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

**1. Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex 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.

**2. U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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.

**3. Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

- Does not receive a Foreign Service or Civil Service annuity.

**4. 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 U.S. Citizen.

**5. 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 U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR)** – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE:

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used

- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References