

**U.S. MISSION** **DHAKA**

**ANNOUNCEMENT NUMBER:** Dhaka-2019-004

**POSITION TITLE:** Cultural Affairs Specialist

**OPENING PERIOD:** **January 31, 2019 – February 13, 2019**

**SERIES/GRADE:** LE 6005 FSN-10; FP-5\*

**SALARY:** (Salary approx. Tk. 160,000 per month)

**FOR MORE INFO:** Human Resources Assistant  
Telephone #88 02 5566 2000 (between 10 a.m. to 11 a.m. Sunday through Thursday)

**WHO MAY APPLY:** All Interested Applicants/All Sources

**SECURITY CLEARANCE REQUIRED:** Local Security Certification

**DURATION APPOINTMENT:** Indefinite - subject to successful completion of probationary period.

We encourage you to read and understand the Eight (8) Qualities of Overseas Employees (<https://careers.state.gov/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Consideration.pdf>) before you apply.

The U.S. Mission in Dhaka is seeking eligible and qualified applicants for the position of **Cultural Affairs Specialist**.

**THE WORK SCHEDULE FOR THIS POSITION IS:** Full-time; 40 Hours/5 days per week.

**START DATE:** Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**SUPERVISORY POSITION:** Yes

**DUTIES:** The incumbent plans, administers and evaluates academic exchange programs, under the supervision of the Cultural Affairs Officer (CAO) and Assistant Cultural Affairs Officer (A/CAO) for Education and Exchanges. Serves as an Established Opinion Leaders Specialist. In the absence of a binational Fulbright commission in Bangladesh, administers academic, non-academic, private sector, mid-level career development, regional and multi-regional programs. The annual cost to the USG of high-visibility programs administered by the incumbent is between \$500,000 and \$1,000,000 annually.

### **Qualifications and Evaluations**

**EDUCATION:** Bachelor's degree in the liberal arts, education, social sciences, journalism/media, or business. (U.S. equivalent university degree) is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*

### **Requirements:**

**EXPERIENCE:** Minimum four years of progressively responsible experience in cultural affairs, international exchange programs, university teaching or program administration, or closely related fields.

### **Evaluations:**

**LANGUAGE:** Level 4 (Fluent) Bangla and English Speaking/Reading/Writing is required. This may be tested.

**SKILLS AND ABILITIES:** Ability to plan, administer and evaluate exchange programs of all types. Sound judgment needed to present U.S. interests at senior levels and to give balanced advice on matters affecting Mission priorities and objectives.

**QUALIFICATIONS:** All applicants under consideration will be required to pass medical and security certifications.

**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. The pay plan is assigned at the time of the conditional offer letter by the HR Office.

**Other information:**

**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.

**Excerpt from 3 FAM 7120 - DEFINITIONS**

**Appointment eligible family member (AEFM):** An individual who meets all of the following criteria is considered to be an AEFM for employment purposes:

- (1) Is a U.S. citizen;
- (2) Is the spouse or domestic partner (as defined in 3 FAM 1610) of a sponsoring employee (as defined in this section);
- (3) Is listed on one of the following:
  - (a) Travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan (AIT), or
  - (b) An approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission

abroad under Chief of Mission authority, or at an office of the AIT, and is residing at the sponsoring employee's post of assignment abroad;

(4) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

(5) Is not a Foreign Service Generalist or Specialist in Leave Without Pay (LWOP) status;

(6) Is not a Civil Service employee with re-employment rights to their agency or bureau.

**Eligible family member (EFM):** An individual who meets all of the following criteria is considered to be an EFM for employment purposes (country of citizenship is not a factor):

(1) Is the spouse or domestic partner (as defined in 3 FAM 1610) of a sponsoring employee (as defined in this section); or child of a sponsoring employee under 21 and unmarried, or (regardless of age) unmarried and incapable of self-support; or a parent (including step-parent or legally adoptive parent) or sibling who has been declared as 51% or more dependent on the sponsoring employee;

(2) Is listed on one of the following:

(a) The travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan; or

(b) An approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan, and is residing at the sponsoring employee's post of assignment.

**U.S. citizen eligible family member (USEFM):** An individual who meets all of the following criteria is considered to be a USEFM for employment purposes:

(1) U.S. citizen;

(2) The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee (i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member); or a child of the sponsoring employee who is under 21 and unmarried, or (regardless of age) unmarried and incapable of self-support;

(3) Is listed on one of the following:

(a) Travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan; or

(b) Approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan, and is residing at the sponsoring employee's post of assignment abroad.

(4) The following categories of employees are also considered to be USEFMs for employment purposes if they meet the definition above:

(a) Foreign Service Generalists or Specialists on approved LWOP;

(b) Civil Service employees with re-employment rights to their agency/bureau; or

(c) Foreign Service or Civil Service annuitants.

### **Excerpt from 3 FAM 4180 - DEFINITIONS**

### **Members of Household (MOHS)**

Definition of Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., 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. MOHs are by definition cohabitants. Therefore, if the MOH is not a U.S. citizen, employees who declare MOHs to the COM must ensure compliance with the provisions of 12 FAM 275 Reporting Cohabitation with and/or Intent to Marry a Foreign National.

**ADDITIONAL EMPLOYMENT CONSIDERATIONS INCLUDE, BUT ARE NOT LIMITED TO CONFLICTS OF INTEREST, NEPOTISM, BUDGET, RESIDENCY STATUS, ETC.:**

**FURTHER, THE FOLLOWING APPLY TO LOCALLY EMPLOYED STAFF ONLY:**

1. Current employees serving a probationary period are not eligible to apply.
2. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory or an MBC score of less than 100 points on their most recent Employee Performance Report (EPR) are not eligible to apply.

**FURTHER, THE FOLLOWING APPLY TO EFMs, USEFMs, and AEFMs ONLY:**

1. Current employees who used a hiring preference to gain employment who are within their first 90 calendar days of employment are not eligible to apply. This does not apply when the hiring mechanism is TEMP or the work schedule is intermittent or irregular.
2. Candidates with a hiring preference who have already accepted a conditional offer of employment may NOT be extended a second conditional offer of employment unless and until they withdraw their candidacy for the first position in writing.

**HOW TO APPLY:** All candidates must be able to obtain and hold a Local Security Certification clearance. Applicants must submit a Universal Application for Employment (DS-174) [Application form](#) which is also available on our website at <http://bd.usembassy.gov/> (Click on Embassy, click on ‘Job at the Embassy’, will take you to “Job Openings at the Embassy”); blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepalese & Vatican Embassies).

Applicants must provide the required documentation listed below with the application either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered. Failure to do so may result in a determination that the applicant is not qualified.

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

**REQUIRED DOCUMENTS:**

- DS-174
- Residency and/or Work Permit (If applicable)
- National ID/Passport copy
- Degree (certificate not transcript)
- Driver’s License (if position requires driving vehicles)
- Certificate or License (i.e. trade school course certificate, nursing license etc. as/when required for the position)
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- List of references
- Recent Passport size photo

**WHAT TO EXPECT NEXT:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via phone.

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