

ANNOUNCEMENT NUMBER: 09-36

**PLEASE NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT 09-32
NEED NOT REAPPLY AS THE APPLICATION WILL BE CONSIDERED.**

OPEN TO: All Interested Candidates

POSITION: Education Specialist

GRADE: FSN-10; FP-5 (step 5 through 14)

OPENING DATE: September 10, 2009

CLOSING DATE: September 17, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US\$47,625 p.a. (Starting gross salary) (Position Grade: FP-5 step 5 through 14 to be confirmed by Washington)

*Ordinarily Resident (OR): US\$29,608 p.a. (Starting gross salary) (Position Grade: FSN-10)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Baku is seeking an individual for the position of Education Specialist in the Public Affairs Office.

BASIC FUNCTION OF POSITION

Supervises and implements all USG educational exchange, English language, and youth outreach programs. Directly manages several exchange programs and oversees several other educational exchange programs by supervising the work of U.S. NGO implementers. Develops close relations with senior Azerbaijani government officials responsible for education as well as with all public and private universities to facilitate the effective recruitment of candidates for exchange programs. Manages Embassy's English language programs, including the recruitment and supervision of English Language Fellows as well as grants and projects with the Azerbaijan English Teachers Association. Manages Embassy youth outreach programs, including weekly university lectures, occasional courses taught by Embassy officers, systematic outreach to secondary schools, and our mobile phone broadcast system.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact ext. 4637.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in journalism, communications, American Studies, international relations, political science, economics, public administration, business administration, management, history, anthropology, archaeology, cultural studies, demography, media studies, social work, ancient and modern languages, literature, philosophy, religion, performing arts, sociology, linguistics, geography, geology, physics, mathematics, psychology, library science, theology, biology, chemistry, medicine, architecture, art, education, environmental studies, computer programming, engineering or accounting is required.
2. From three to five years of experience working on educational or professional exchanges, international education and development, or programs related to increasing cultural, economic or political ties between Azerbaijan and the United States/Europe.
3. Level IV (Fluent) in English and Azerbaijani is required. Level III (Good working knowledge) in Russian is required.
4. Computer and Internet skills are required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Hard copies:

Human Resources Officer
Address: 83 Azadlig Prospekt,
Baku AZ1007, Azerbaijan

Or electronic copies:

E-mail: BakuHRMailbox@state.gov

POINT OF CONTACT

HR Office

Telephone: 498-03-35

FAX: 498-17-42

<http://azerbaijan.usembassy.gov>

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or

establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 17, 2009

The US Mission in Baku 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.