

**ANNOUNCEMENT NUMBER: 09-03**

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

**OPEN TO:** All Interested Candidates

**POSITION:** PfP Coordinator

**GRADE:** FSN-8; FP-6

**OPENING DATE:** January 26, 2009

**CLOSING DATE:** February 9, 2009

**WORK HOURS:** Full-time; 40 hours/week

**TYPE OF APPOINTMENT:** Temporary - not to exceed September 30, 2009

**SALARY:** \*Not-Ordinarily Resident (NOR): US\$37,828 p.a. (Starting gross salary) (Position Grade: FP-6 to be confirmed by Washington)

\*Ordinarily Resident (OR): US\$20,229 p.a. (Starting gross salary including allowances) (Position Grade: FSN-8)

The U.S. Embassy in Baku is seeking an individual for the position of Partnership for Peace (PfP) Coordinator in the Defense Attaché Office.

**BASIC FUNCTION OF POSITION**

The basic function of this position is to plan, create, and process Azerbaijan's participation in Partnership for Peace and George C. Marshall Center for European Security Studies events. The position will work closely with the U.S. Embassy and the Azerbaijan Ministries of Defense and Foreign Affairs and other related military structures in order to administer PfP and related Warsaw Initiative Fund, and the George C. Marshall Center programs.

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 Liberal Arts is required.

2. From two to four years of program management or similar experience in military administration or management, preferably with a higher military staff is required.
3. Level IV (Fluent) English, Azerbaijani and 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](mailto: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 EFMs and EFMs 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: February 9, 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.