



UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT

**Location:** OTTAWA, CANADA

**SENIOR AGRICULTURAL SPECIALIST (EXTENDED CLOSING DATE)  
VACANCY NUMBER: 16-79E**

Thursday, September 1, 2016

This Vacancy is **Open**

- OPEN TO:** All Interested Candidates / All Sources
- POSITION:** Senior Agricultural Specialist **Grade:** Full performance grade: Ordinarily Resident - FSN-12, Non-Ordinarily Resident - FP-3  
Training/Developmental grade: Ordinarily Resident - FSN-11, Non-Ordinarily Resident - FP-4
- OPENING DATE:** Thursday, September 1, 2016
- CLOSING DATE:** Thursday, September 8, 2016
- WORK HOURS:** Full time; 40 hours per week
- SALARY:** Will be assigned based on the Full Performance or Training/Developmental grades of the position.  
Final grade/step for NORs will be determined by Washington.
- LENGTH OF HIRE:** N/A
- NOTE:** ALL ORDINARILY RESIDENT (OR) APPLICANTS (SEE APPENDIX A FOR DEFINITION) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCE PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in OTTAWA is seeking an individual for employment in CANADA for the position of Senior Agricultural Specialist in the Foreign Agricultural Service.

**BASIC FUNCTION OF POSITION**

Provides leadership in the design, implementation and evaluation of USDA programs in Canada, a market for U.S. agricultural products now exceeding \$25 billion in value annually. As senior advisor and assistant to the Marketing Director and Minister-Counselor, the incumbent functions as the permanent expert analyst of agriculture and agri-business in Canada for USDA. The incumbent is coordinator and quality controller of commodity and trade policy reporting, chief advisor to the Marketing Director on USDA-funded market promotion activities in Canada as well as market access strategies; all core functions of USDA offices abroad. The incumbent advises the Marketing Director and Minister-Counselor on highly complex host-country policies and programs related to agricultural trade, regulation and production; formulates and implements multiple projects for research, analysis, forecasting, reporting, market access, and trade promotion;

develops and maintains contacts with senior host-country government and private sector officials; supervises one agricultural specialist and one intern; participates in the hiring of new employees and provides input to annual performance appraisals of other locally employed staff.

## **QUALIFICATIONS REQUIRED**

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

- 1. Education:** Master's degree in Agricultural Economics, Economics, International Trade or a related field.
- 2. Experience:** At least ten years of progressively more responsible experience in the fields of agricultural policy, economic or market analysis/research, government policy and related fields requiring significant analysis, report writing, and public outreach activities.
- 3. Language:** Level IV (Fluent) in reading/writing/writing English.
- 4. Knowledge:** A thorough knowledge of Canadian laws, rules and regulations in the areas of production, marketing, and trade of agricultural products, processed foods and related products. Familiarity with Canadian agricultural research, food safety and promotional organizations and their activities. A broad knowledge of the host-government decision-making process, organizational design and significant contacts in agriculture, food regulation, production, trade, marketing and research. Thorough understanding of USDA FAS programs, program areas and policies.
- 5. Skills and Abilities:** Good working knowledge of Microsoft Word and Microsoft Excel, online databases (e.g. StatsCan, USDA databases, host country official databases) and other resources (publications, trade journals, statistical compendia). Familiarity with statistical/econometric techniques such as calculating growth rates, trend analysis, and balance sheet forecasting. Must be able to prioritize tasks, and to handle assignments independently with minimal supervision. Must possess excellent interpersonal skills which result in establishment of trusted, professional working relationships. Must be able to demonstrate initiative, decisiveness, and willingness to professionally express dissent as appropriate. Must demonstrate superlative technical writing and editing skills. Experience in management, supervision and team leadership is desirable.
- 6. Interpersonal Skills:** Exceptional interpersonal and communication skills.

## **SELECTION PROCESS**

**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\*\*

\* 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 Non-Sensitive security clearance.

### **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.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website at <https://ca.usembassy.gov/jobs/> or by contacting Human Resources. (See "For Further Information" above); and
2. A cover letter addressing each of the six required qualifications detailed in the job announcement by identifying them and addressing how the applicant meets each of the qualifications.
3. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.).
4. Proof of eligibility to work in Canada (e.g., copy of passport, birth certificate, permanent residency card, etc.).

**SUBMIT APPLICATION TO:** Email your application to [ottawahr@state.gov](mailto:ottawahr@state.gov) and reference Vacancy Announcement number.

**POINT OF CONTACT:** Lola Maksumova  
Phone:(613) 688-5482

### **DEFINITIONS**

Appendix (DEFINITIONS)

Eligible Family Member (EFM): 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.S. Citizen Eligible Family Member (USEFM): 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.

Appointment Eligible Family Member (AEFM): 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 not 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.

**CLOSING DATE FOR THIS POSITION: THURSDAY, SEPTEMBER 8, 2016**

**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.**

[Mail to a Friend](#)