UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT

Location: OTTAWA, CANADA

AGRICULTURAL SPECIALIST
TRAINING/DEVELOPMENTAL LEVEL
VACANCY NUMBER: 16-99A

Tuesday, November 1, 2016
This Vacancy is **Open**

OPEN TO: All Interested Candidates / All Sources
Applicants who responded to Vacancy Announcement 16-99 need not reapply as their applications will be considered.

POSITION: Agricultural Specialist **Grade:** FSN-10; FP-5*

OPENING DATE: Tuesday, November 1, 2016

CLOSING DATE: Tuesday, November 15, 2016

WORK HOURS: Full time; 40 hours per week

SALARY: Ordinarily Resident FSN-10/1, 69,871 CAD p.a.
Not-Ordinarily Resident FP-5/5, 49,804 USD p.a.*
*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 Agricultural Specialist in the Foreign Agricultural Service.

BASIC FUNCTION OF POSITION

Serves as Agricultural Specialist in Office of Agricultural Affairs performing analytical reporting and trade policy work of broad scope and complexity while maintaining an expert and comprehensive understanding of Canadian agricultural production, policies and trade at the federal and provincial level. Serves as an expert advisor to Agricultural Minister Counselor in the assigned areas of responsibility. Recommends solutions to agricultural policy problems between the U.S. and host country, assisting and on occasion representing Agricultural Minister Counselor in discussions and negotiations with host government officials. Works closely with the Senior Agricultural Specialist on

coordinating analytical and policy assessments. The work requires an advanced level of knowledge and sound judgment concerning assigned areas of responsibility.

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: Completion of a Master's degree in Agricultural Economics, Agriculture, Economics, International Trade, or Public Administration.

2. Experience: At least four years of progressively more responsible experience in an economic or trade-related field, including expertise in research, analysis and written presentation of economic or business-related data; at least one year of the experience should related directly to agricultural economics, commodity trade or marketing of agricultural and/or food products.

3. Language: Level IV (Fluent) in reading/writing/writing English.

4. Knowledge: Ability to conduct analysis of international trade issues affecting the assigned commodity and product industry, preparing written reports and recommendations.

-Ability to provide technical guidance to lower grade personnel assigned to assist in the accomplishment of the work. Comprehensive knowledge of pertinent U.S. legislation, Department policies, and host country laws and policies relating to agriculture, particularly the assigned commodities and products trade.

-Ability to explain and/or justify findings and recommendations to top-level embassy, department and inter-department officials.

-Knowledge of U.S. commodity interests, and the trade and farm policies of assigned commodities and products and those of host country as well as U.S. competitors in the host country market.

-Expert knowledge of related commodity problems and issues.

5. Skills and Abilities: Ability to develop and maintain an extensive range of governmental and private sector contacts, including high-level government officials and leaders of Canadian agricultural sector organizations.

- Ability to conduct complex economic and policy analysis and prepare clear and concise written reports and recommendations.

- Ability to provide technical guidance to lower grade personnel assigned to assist in the accomplishment of the work.

-- Ability to inter-relate developments in the field of agriculture to the broader political and economic forces and factors at work in Canada.

- Ability to explain and/or justify findings and recommendations, and present lines of argument to top-level embassy, department and inter-department

officials, as well as host country trade officials.

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 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: TUESDAY, NOVEMBER 15, 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.

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