

VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 12-05

OPEN TO: All interested candidates

POSITION: **POLITICAL SPECIALIST**

OPENING DATE: May 18, 2012

CLOSING DATE: June 1, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: **FULL PERFORMANCE LEVEL**

*Ordinarily Resident: Position Grade: LES-11
(LES-11/step1 HRK 317,339 annual gross salary)

*EFM/MOH/NOR: Position Grade: FP-04 to be confirmed
by Washington

TRAINEE LEVEL

*Ordinarily Resident: Position Grade: LES-10
(LES-10/step1 HRK 286,254 annual gross salary)

*EFM/MOH/NOR: Position Grade: FP-05 to be confirmed
by Washington

The U.S. Embassy in Zagreb is seeking an individual for employment in country for the position of Political Specialist in Political-Economic Section.

BASIC FUNCTION OF POSITION

The incumbent will spend 60% of his/her time working on political reporting issues. This entails monitoring local press/TV/radio and identifying important issues to be brought to the attention of the U.S. staff, either orally or in writing. Based on contacts developed, the incumbent will follow up on media reports to obtain further background. About one-fifth of the incumbent's time will be spent interpreting or doing straight translations of published material, including some technical documents. The incumbent is expected to be able to use English comfortably, with sufficient ability to interpret the nuances of complex political and bureaucratic phrases. Given the intricacies of most issues here, the incumbent will also be expected to provide debriefings on the "significance" of how issues were raised, their tone and phraseology. The incumbent will be responsible for maintaining post's unclassified biographic files. The incumbent should develop a keen sense of the power relationships in Croatia in order to recommend meetings to be made as well as suggest guest lists for functions.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Must have a university degree in political science, economics, social studies, journalism or other related fields.
2. At least 2-3 years of professional experience in political research/analysis, reporting or similar academic fields.
3. Level IV (fluent) English and Croatian is required. Must be able to translate in both directions fluently and accurately, orally and in writing.

4. Must have a professional and/or academic knowledge of Croatian political, military and security processes, laws, structures, key personalities, their relationships and their historical development, and how they compare with similar systems in the U.S.
5. Must be able to prepare reports explaining the developing political situation in Croatia to end users in Washington.
6. Must have excellent word processing and computer skills.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested candidates for this position **must submit both Resume and DS-174 Application form** for consideration:

1. **Universal Application for Employment (UAE)** as a Locally Employed Staff or Family Member (**DS-174**); the form is posted on Embassy's internet (<http://zagreb.usembassy.gov>) and intranet site; **or**
2. A combination of both Sections 1-24 of the UAE **and** a listing of the applicant's work experience attached as a separate sheet; **and**
3. A current resume or curriculum vitae.

Candidates who do not submit both Resume and DS-174 form will be considered not qualified.

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Failure to follow these instructions will result in an incomplete application.

E-mail APPLICATION TO zagrebjobs@state.gov

If you don't have access to e-mail, fax or mail to:

American Embassy Zagreb - HRO (Political Specialist)

T. Jefferson 2, 10010 Zagreb

Fax no: +385-1-661-2371

For hiring policy and definitions please refer to Management Notice No 08-074 - Standard Requirements for All Local Positions at the Mission, dated July 23, 2008.

CLOSING DATE FOR THIS POSITION: June 1, 2012

The US Mission in Croatia 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.