United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT 03/2009

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **POLITICAL ASSISTANT, FSN-7**
OPENING DATE: May 20, 2009
CLOSING DATE: June 3, 2009
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: Ordinarily Resident (OR) (FSN-7; €14,663.00)

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

The U.S. Embassy in Pristina is seeking a qualified individual for the **TEMPORARY** position of **POLITICAL ASSISTANT** in the Political Section. The duration of contract is: June 22 until November 20, 2009. Continuation of the position after September 30, 2009 is contingent upon availability of funds.

BASIC FUNCTION OF POSITION

Responsible for regular independent analytical reporting on minority return related issues (political and programmatic), missing persons issue and other emerging issues on weekly basis

Monitors and reports on the trends of returns and or departures - new developments on the returns issue and corresponds to any urgent security or contingency crises related to returns and/or IDPs

Monitors, evaluates and makes recommendations on current PRM funded return programs on a monthly basis.

Monitors the work of USG funded NGOs and serves as PRM person in Kosovo.

Maintains contacts at the highest level with international and local staff from UNMIK, UNHCR, NGOs, IOs and PISG relevant actors in Kosovo and the region including Serbia and Macedonia representing USOP on daily basis.

Follows specific emerging projects that need USG attention i.e. Roma Mahalla issue, Lead poisoning, Plementina camp etc.

Advises Political section on returns related issues.

Reports regularly on IDPs and refugee return-related issues in Kosovo and Serbia & Montenegro, Macedonia with a focus on programmatic developments and needs. This includes tracking and reporting on all relevant UNMIK legislation related to the return and reintegration process.

Coordinates with Front Office and Public Diplomacy Section regarding return issues and the political climate affecting the return process and providing analytic and substantive reports on the return and reintegration process.

Follows and monitors the work of the new Ministry of Returns and Communities, UNMIK OCRM and UNDP programs on returns etc. and reports to USOP and Washington on the developments on the ground.

Writes parts of Annual Human Rights Report.

Represents USOP at various meetings with international and local organizations on weekly basis

Runs the project database of $3.5 million funded programs and updates it on a monthly basis.

Works with PRM officials in Washington and Belgrade to decide how USG funds and resources can be best used to support USG policy in Kosovo on weekly basis. This includes monitoring and assessing the progress of NGOs and humanitarian organizations to determine future consideration for USG funding.

Follow the forced repatriation from third countries, in specific related to forcible return of minorities

Travels throughout Kosovo and Serbia to meet with returnees, municipal officials, IDPs, International Community (IC) organizations and NGOs to get a first hand vie of events in the field and to help facilitate the return and reintegration process. Promoting cross border returns is a component.

Monitors the developments on March riots returns, reconstruction etc.

Supports and organizes independently the VIP visits to returns sites Acts as an interpreter and escort for visiting officials, arranges travel itineraries and provides related logistics.

Reports on weekly basis to the mission, Washington and Regional offices on return and other important issues

Follow the political atmosphere in regards to returns and IDPs in Serbia as well

Works with USAID to ensure that PRM funding is consistent with USAID's goals and objectives.

Compile monthly statistics on minority returns for USG funded program

Acts as PRM person when needed in absence of PRM presence in Kosovo

Follows the two Working Groups on Dialogue and Missing persons between Belgrade and Pristina

Manages the filing system of the PRM office, including communication (mail, faxing), financial paperwork, maintaining office supplies and arranging for equipment maintenance.

Represents USOP and PRM at various coordination meetings and briefs nationals and internationals on PRM work in Kosovo and Serbia.

Reviews the local press for articles containing issues of concern for PRM in Kosovo

QUALIFICATIONS REQUIRED

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

Education: Completion of secondary school.

Experience: One to two years of experience in a related field.

Language proficiency: Level 4 English and Albanian is required. Serbo-Croatian level 3 is required.

Job Knowledge: Good knowledge of refugee/IDP work is required as well as good knowledge of NGO programming. Good knowledge of the structure of international organizations and Kosovo government structures.

Skills and abilities: Must have the ability to interpret for high-level staff. Ability to work effectively and professionally with the people from a wide variety of backgrounds, different environments often highly emotional and politically charged. Must have good English, Albanian and Serbian skills, interpreting in high level meetings, refugee camps, etc.

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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

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

1. Application for US Federal Employment (OF-612)

2. Current resume or curriculum vitae that provides the same information as an OF-612

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

4. Copy of UNMIK/Kosovo ID or copy of Passport

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

1-Email to: HROPristina@state.gov; BerishaAA@state.gov; OR
2-Fax them to: 381-38-548-616, OR
3-Hand deliver to: U.S. Embassy Pristina, Human Resources Office, Pristina, Kosovo

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DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) **–** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION:

JUNE 3, 2009 BY CLOSE OF BUSINESS

The US Mission in PRISTINA 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.