



# VACANCY ANNOUNCEMENT

**U.S. Mission** U.S. Mission to the EU

**Announcement Number:** Brussels-2019-67-T

**Position Title:** Commercial Specialist

**Opening Period:** June 7, 2019 – June 23, 2019

**Series/Grade:** LE-1510/10 (trainee level)  
FS-1510/5 (trainee level)

**Salary:** LE: EUR 4,556 - EUR 6,020 gross/month  
FS: USD 51,721 - USD 80,670 gross/per annum. Actual FS salary determined by Washington D.C.

**For More Info:** JAS Human Resources Office, Tri-Missions, Brussels

**Who May Apply:** All Interested Applicants / All Sources

**Security Clearance Required:** Local Security Certification or Public Trust

**Duration Appointment:** LE: Definite Not to Exceed 1 year. Becomes indefinite after successful completion of one year  
FS: Definite Not to Exceed 5 years. (FMA)  
Definite Not to Exceed 1 year. (PSA)

**Marketing Statement:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf) before you apply: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

**Summary:** The U.S. Mission in Brussels is seeking eligible and qualified applicants for the position of Commercial Specialist in the Foreign Commercial Service.

The work schedule for this position is: Full Time (LE: 38 hours per week, FS: 40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** Responsible for monitoring, analyzing and reporting on commercially significant developments in European Union (EU) policies, legislation and programs affecting U.S. businesses operating in following industry sectors: information and communication technologies, services, Internet, e-commerce, digital economy, and other sectors as required. Within each of these sectors, responds to a broad range of highly complex issues arising from U.S. firms attempting to enter, entering, doing business, or expanding within the Single Market. Performs research, based on interviews and secondary sources and analysis, including policy, regulatory, budgetary, statistical, and marketing analysis, seeks to uncover potential and actual export opportunities primarily in the EU institutions and all 27 EU Member States, for U.S. firms in areas regulated, funded, or financed by the EU. Special emphasis is given to topics of actual or potential interest to smaller American exporters as well as U.S. firms already operating in the EU.

Counsels U.S. companies, in person and in writing, on strategies to comply with, or take advantage of, EU requirements, policies, legislation, and programs. Gives public presentations to business groups in the U.S. and Europe on EU requirements, policies, legislation and programs, especially those affecting the assigned industry sectors. Assists the Senior Commercial Officer (SCO) or Commercial Attaché (CA) in planning for, or participating in, seminars, conferences, trade missions or trade fairs.

Prepares articles for publication on EU requirements, policies, legislation and programs affecting the assigned industry sectors. Where required and appropriate, investigates sensitive trade barrier or other business restriction complaints and recommends ways to resolve these issues.

Develops and maintains an extensive range of appropriate contacts with the EU institutions, business associations, professional business advisors and individual firms.

**Qualifications and Evaluations**

**Education:** Bachelor's or equivalent undergraduate degree in economics, marketing, business administration, law or public policy.

**Requirements:**

**EXPERIENCE:** Minimum four years of progressively responsible experience in marketing, trade promotion, business management, contract administration, procurement, financial services, economic research, management consulting, or business-government relations.

**JOB KNOWLEDGE:** A good understanding of the structure and organization of the European Commission, with particular reference to single market and environmental legislation, financing of economic development, and small business development networks and research programs. Also, a good

knowledge of the EU Member States, including their economic, commercial and industrial structures, business and industry practices, as well as trade and investment laws, regulations and policies.

**Evaluations:**

**LANGUAGE:** Speaking/Reading/Writing: level 4 (fluency) in English and level 3 (good working knowledge) of French is required.

**SKILLS AND ABILITIES:** Ability to develop a thorough understanding of U.S. and Foreign Commercial Service goals, programs, procedures, reporting requirements, and of U.S. business practices and official policies related to international trade and investment.

Ability to develop and maintain an extensive range of appropriate mid and senior-level contacts in European Union institutions, especially the European Commission, and the private sector. Ability to plan, organize, and execute complex commercial research projects, and to prepare concise, accurate, timely, logical, articulate reports embodying rigorous, balanced, in-depth analytical evaluation. Ability to give advice with detachment and objectivity, employing sound professional judgment. Superior writing skills are required to perform reporting duties.

Good database applications and word processing skills.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** 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.

**Benefits:** Locally Employed Staff, including Members of Household (MOHs), working at the U.S. Mission in Brussels receive a compensation package that includes benefits such as hospitalization insurance, life insurance, and extra-legal pension.

For EFM, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the same time of the conditional offer letter by the HR Office.

**Other information:**

**HIRING PREFERENCE SELECTION PROCESS:** 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 and CS with reemployment rights \*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission’s internet site.

To apply for this position, applicants should electronically submit the documents listed below.

To apply for this position click the “Apply Now” button at the Mission’s internet site:

<https://be.usembassy.gov/embassy/jobs/>.

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent)(for AEFM/USEFM)
- Residency and/or Work Permit (for non-EU citizen local residents)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Brussels.