



# VACANCY ANNOUNCEMENT

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

**Announcement Number:** Brussels-2019-66

**Position Title:** Commercial Assistant

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

**Series/Grade:** LE-1510/9  
FS-1510/5

**Salary:** LE: EUR 3,949 - EUR 5,218 gross/month  
FS: USD 45,953 - USD 60,026 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 Assistant 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:** The Commercial Assistant provides a range of assistance and support to U.S. companies interested in doing business in the European Union (EU) and monitors EU legislation for its impact on U.S. businesses. This position reports to the ICT/Standards Commercial Officer, responsible for monitoring and tracking developments in assigned sectors and horizontal issues relating to EU institutions. Researches and drafts responses to U.S. company routine inquiries in accordance with agency established customer service standards. Monitors and tracks assigned EU legislation, policies, and programs and researches and analyzes pending legislation and proposals as they relate to U.S. business interests and concerns, drafts market research reports, and serves on Commercial Service European Union (CSEU) and International Trade Administration (ITA)wide teams.

### **Qualifications and Evaluations**

**Education:** Bachelor's degree or university degree in economics, marketing, engineering, public policy, business administration, international relations, or other related fields.

### **Requirements:**

**EXPERIENCE:** At least three years of progressively responsible experience in business, government, or NGOs in the fields of marketing, public policy, economics or international trade.

**JOB KNOWLEDGE:** An understanding of the structure, organization and complexities of the European Commission and other EU institutions. Familiarity with EU publications and online resources. A working knowledge of CSEU programs and services as well as an understanding of USG departments involved in economic and commercial affairs such as Commerce, State and USTR.

### **Evaluations:**

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

**SKILLS AND ABILITIES:** Ability to meet and serve representatives of U.S. commercial and business firms as well as EU officials and representatives and representatives of third country missions with tact and efficiency; skill in use information and communication technologies, familiarity in database use; basic writing, analytical, and research skills; and familiarity with customer service techniques.

**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.