



VACANCY ANNOUNCEMENT

FY17-55

Issued by the JAS Human Resources Office - Tri-Missions, Brussels

The Economic Section of the U.S. Mission to the EU in Brussels is seeking eligible and qualified applicants for the position of

ECONOMIC SPECIALIST

- Open to:** All Interested Applicants
[Click here](#) to see the list of definitions
- Position:** Economic Specialist, FSN-10/FP-05
- Opening Date:** August 2, 2017
- Closing Date:** August 27, 2017
- Work Hours:** Full-time
- Salary Range:** Ordinarily resident (OR): (FSN-10): EURO 4,466 – 5,902 gross/month
Not-Ordinarily resident (NOR): FP-05* – USD 50,302 – 77,486 gross/p.a.
*Final grade/step for NORs will be determined by Washington

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

MAIN DUTIES AND RESPONSIBILITIES

Serves as analyst and advisor on information and communications technology, data privacy and protection, intellectual property, transportation and competition policy. Monitors, evaluates and reports on EU policies and developments in portfolio areas. Explains and advocates for U.S. policy interests. Provides assessments and advice on each portfolio area to Economic Minister Counselor, direct supervisor, the Ambassador, and other Mission staff as well as officials at the State Department and other Washington agencies.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** University degree in economics, business, political economy, public policy, law, or international relations.
- 2. EXPERIENCE:** Minimum five years' experience working at an EU institution or for an organization that deals regularly with the EU on economic, business, or regulatory policy issues. Has an established contact network on issues relevant to the portfolio.
- 3. LANGUAGE:** Speaking, reading, and writing: fluency (Level IV) in English and good working knowledge (level III) of at least one other EU language, especially French or German.
- 4. SKILLS AND ABILITIES:** Ability to independently plan, organize, and execute projects. Ability to draft in English – with speed and clarity – a variety of written reports and analyses. Ability to effectively communicate in English, including to provide targeted oral briefings. Ability to develop and

maintain a wide circle of contacts at all levels at EU institutions and related organizations; ability to deal tactfully and independently with contacts as a representative of the U.S. Government. Ability to carry out independent research and analysis based on public sources of EU and other data in the sectors covered above. Ability to work as part of a team with Americans and colleagues who are from other countries, and with individuals employed by other U.S. Government agencies. Ability to inter-relate developments in the economic field to the broader political focus and factors at work in the EU and the U.S.-EU relationship. Ability to use computer-oriented tools, such as economic databases and internet search engines and databases. Resourcefulness, initiative and analytical ability.

- 5. JOB KNOWLEDGE:** A thorough understanding of the structure, organization, and complexities of the European Commission, European Parliament, the Council, and other EU institutions, with particular emphasis on the development and implementation of EU directives and regulations, as well as the Single Market. Thorough knowledge of modern economic and political economy principles and theory. Thorough knowledge of identified policy areas, and familiarity with other high profile issues on transatlantic economic agenda. Thorough grasp of EU relations with the United States. Basic familiarity with the roles of the major U.S. government institutions involved in foreign and economic policy, including the role of the Congress.

SELECTION PROCESS

When qualified, applicants who are U.S. citizen Eligible Family Members (USEFMs) are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Hiring Preference Order:

- (1) U.S. Citizen Eligible Family Member (AEFM) who is also a preference-eligible U.S. Veteran
- (2) U.S. Citizen Eligible Family Member (AEFM)
- (3) Foreign Service Officer on Leave Without Pay

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 Sensitive but Unclassified (SBU) security clearance.
5. Candidates who are EFMs, USEFMs, AEFMS, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

PREFERRED OPTION:

Form DS-174 – Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member - can be downloaded from the website; **or**

TO BE USED ONLY IF FORM DS-174 IS NOT ACCESSIBLE

A current resume or curriculum vitae (CV) with the dates of employment (month/year of start and end dates), work schedule (including average hours per week for part-time or intermittent work), and detailed descriptions of duties, responsibilities, and accomplishments for each prior position; or

combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**

A combination of both; i.e. Sections 1 -24 of the Form DS-174 along with a current resume or CV;

PLEASE BE AWARE THAT YOU MAY BE ASKED TO COMPLETE THE DS-174 AT ANY STAGE DURING THE HIRING PROCESS.

PLUS

Eligible Family Member candidates who claim US Veterans preference must submit written documentation confirming eligibility (e.g. Member Copy 4 of form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Family members may apply for vacant positions 90 days prior to their arrival at post (counting from the closing date of the vacancy) provided that they are in possession of travel orders. A copy of the travel orders must be included in the application package.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above must be included in the application package.

WHERE TO APPLY:

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

CLOSING DATE OF THIS POSITION: AUGUST 27, 2017

The three U.S. Missions in Belgium provide 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 (EEO) 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.