



VACANCY ANNOUNCEMENT

U.S. Mission	U.S. Embassy in Brussels
Announcement Number:	Brussels-2019-02
Position Title:	Economic Specialist
Opening Period:	October 9, 2018 – November 11, 2018
Series/Grade:	LE-1505/10 FS-1505/05
Salary:	LE: EUR 4,556 -EUR 6,020 gross/month FS: USD 51,007-USD 79,070 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 Economic Specialist.

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: Serves as the Economic Specialist in the Embassy, working within the Political and Economic Affairs Section. Develops and maintains an extensive range of economic and trade contacts. Provides timely, succinct analytical and predictive written work and oral information on Belgian economic developments. This position backs up the Political Specialist.

Duties include but are not limited to:

- Contact and Issue Management: working independently, the incumbent will develop and maintain an extensive range of contacts including key, high-level (e.g. chief of staff, director general, etc.) policy makers in government agencies, banks, political parties, the economic and financial press, industry and associations, academia and other private organizations concerned with the Belgian economy and Belgian domestic and international economic policies. Serves as advisor to senior Embassy officials on the full range of matters pertaining to the political economy of Belgium, including gauging the probable reaction of the Belgian government or trade leaders to U.S. views and proposals. Briefs visiting U.S. officials and academics on economic policies and developments in Belgium, including the political-economic environments and attitudes and views of Belgian officials.

- Economic Reporting: Serves as the senior expert advisor on the full range of economic matters handled by the Embassy in a host country that is one of the United States' largest trading partners, a major recipient of U.S. foreign direct investment, and a member of the European Union, WTO, G-10, International Monetary Fund (IMF), World Bank, OECD United Nations and Paris Club. He/she analyzes and reports on subjects such as significant legislation, policies and programs undertaken by the Belgian government affecting economic development, telecommunications, civil aviation, nuclear energy, among others and projects their implications for foreign investment, Belgian competitiveness and U.S. interests.

Qualifications and Evaluations

Education: University degree in economics or political science, with special emphasis on Belgian internal affairs, international relations, history.

Requirements:

EXPERIENCE: Minimum 3 years of progressively responsible experience in research and analytical reporting on complex economic issues; report writing which affords a firm grounding in writing on Belgian domestic economic questions.

JOB KNOWLEDGE: A thorough and comprehensive knowledge of modern economic principles and theory, both at the macro and micro level. Thorough understanding of Belgium's economy, economic structure and institutions, both political and economic, as well as Belgium's role and membership in the European Union. An in-depth knowledge of the inner workings and relationship of the Belgian political and social fabric and of Belgium's foreign and domestic economic policies, including in relation to the EU.

Knowledge of U.S. economic policies in relation to Belgium and the EU. Background in statistics and data processing

Evaluations:

LANGUAGE: Level 4 (fluent) Speaking/Reading/Writing of English, Dutch and French is required.

SKILLS AND ABILITIES:

- Ability to develop and maintain, independently and tactfully, an extensive range of high level economic and business contacts;
- Ability to inter-relate developments in the economic field to social forces and factors at work in host country;
- Ability to plan, organize and execute complex research projects and to prepare precise and accurate analytical reports;
- Ability to plan, organize and execute complex research projects; draft and organize written reports logically, and to do so in clear English;
- Ability to synthesize and extract from economic and business trends and events a prognosis of likely upcoming major happenings in Belgium;
- Ability to render advice with detachment and objectivity;
- Ability to represent the Embassy in presentations or public speaking engagements.

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 EFMs, 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.