



VACANCY ANNOUNCEMENT

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

Announcement Number: Brussels-2019-39

Position Title: Agricultural Assistant

Opening Period: February 8, 2019 – February 24, 2018

Series/Grade: LE-1801/9
FS-1801/5

Salary: LE: EUR 3,949 – 5,218 gross/month
FS: USD 45,319 -USD 58,836 gross/per annum. Actual FS salary determined by Washington D.C.

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

Who May Apply: Open to all interested applicants

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 to the EU in Brussels is seeking eligible and qualified applicants for the position of **Agricultural Assistant** at the Foreign Agricultural Services office.

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:

Jobholder provides agricultural trade assistance and communication coordination that involves drafting and distributing policy and media briefings under the direction of the Agricultural Attaché and working with more senior staff to support marketing activities and events for U.S. agricultural products, foods, and beverages. Is the lead on administrative duties for travel, visitors, and marketing or other public relations events. Duties include but are not limited to:

A. Collecting and Reporting Information

Monitors and follows web streaming and other online or social media events at the European and Belgian parliament that are of concern to U.S. officials or private sector. Drafts a daily agricultural trade and policy briefing from a variety of readily available sources, including government publications, trade and scientific journals, and news media outlets for distribution to staff in the Office of Agricultural Affairs and select external stakeholders. Develops and maintains working level marketing contacts with representatives of trade associations, private sector exporters and importers, and USDA Cooperators, such as the U.S. Soybean Export Council. Answer written and oral inquiries. Contributes to complex reports by making preliminary compilations of statistical and marketing data derived from published and unpublished sources and by interviewing producers, distributors, wholesalers, retailers, and similar sources to obtain basic information.

B. Technical Support

Provides research support to Agricultural Attaches and Senior Analysts and maintains statistical files and queries data as requested. Works with senior local staff to track the various Tariff Rate Quotas (TRQs) for U.S. products and changes in legislation. Provides regular updates to the website and hyperlinks in office reporting. Develops marketing and communication strategies to improve the image and export opportunities for U.S. agricultural products, foods, and beverages. Supports more senior Agricultural Specialists to design marketing initiatives, secure funding and coordinate the execution of activities and events that promote U.S. agricultural products, foods and beverages in the Belgium and Luxembourg markets.

C. Administrative Support

Maintains the databases for the Office of Agricultural Affairs for Belgium and Luxembourg). Leads administrative and logistical support for the section's travel, incoming visitors, representational events, and technical outreach activities.

Qualifications and Evaluations

Education: Bachelor's degree in agriculture, economics, marketing, EU law, or government.

Requirements:

EXPERIENCE: Minimum three years of progressively responsible experience in economic research and support, agricultural production, trade, food safety/processing, marketing, regulatory affairs, food safety, policy, or analysis.

JOB KNOWLEDGE: Must be able to quickly obtain a good understanding of Foreign Agricultural Services programs and overseas activities in order to fully carry out the duties of the position.

Evaluations:

LANGUAGE: Speaking/Reading/Writing: Level 4 (fluency) in English and in at least one other official EU language is required.

SKILLS AND ABILITIES: Tact in dealing with the public. Ability to carry out assigned duties with a minimum of supervision. Ability to operate computer, enter, and retrieve data using basic spreadsheet and data management programs.

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's, 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)
- 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.