

UNITED STATES MISSION POLAND VACANCY ANNOUNCEMENT

No. 16-14	COMMERCIAL ASSISTANT (PSA-LIMITED) EMBASSY WARSAW	March 1, 2016
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OPEN TO: All Interested Candidates
POSITION: Commercial Assistant
OPENING DATE: March 1, 2016
CLOSING DATE: March 15, 2016
WORK HOURS: Variable (as needed)
SALARY: Ordinarily Resident: FSN-7, PLN 35.08 per hour
LENGTH OF HIRE: Temporary Position: not to exceed 30 workdays per fiscal year (through September 30, 2016)

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

The U.S. Embassy in Warsaw has a temporary employment opportunity available for the position of Commercial Assistant.

BASIC FUNCTION OF POSITION

The incumbent assists Commercial Service officers and senior LE Staff in planning, organizing, and implementing trade missions, individual company Gold Key visits and in completing market research projects. The incumbent has responsibility for making business appointments for visiting trade missions participants and individual company Gold key business schedules. Using market information and initial industry contacts provided by supervisors, the incumbent helps identify contacts and appropriate decision makers in local companies with the goal of making business matches for U.S. participating firms. For trade missions, the incumbent prepares information kits for event participants and assists U.S. and host country representatives at the meeting sites. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school is required.
- 2. Prior Work Experience:** At least three years of progressively increasing responsibilities in business, government, non-governmental organizations, or private sector in the field of marketing, trade promotion, economics, or international trade is required.
- 3. Language Proficiency:** Level 4 (fluent) spoken and written English and Polish is required.
- 4. Job Knowledge:** Good working knowledge of Poland's economy, business customs, practices, marketing channels, applicable laws, regulations, and policies. Good understanding of Commercial Service programs, policies, procedures and reporting requirements is required.

5. Skills and Abilities: Intermediate user level computer skills (word processing, spreadsheets, databases, PowerPoint, the Internet) is required. A standard level of numerical skills is required. Ability to manipulate numbers with accuracy is required. Skill in typical office and audio-visual equipment is required. Good communication skills to work with all levels of staff, public, clients, or business representatives is required. Customer service approach to people and tasks is required.

ADDITIONAL SELECTION CRITERIA

1. Selected candidate will be required to obtain a non-sensitive security clearance and a medical clearance.

TO APPLY

Interested applicants for this position should submit an Application for Employment or a current resume or curriculum vitae, or the application will not be considered:

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Al. Ujazdowskie 29/31
00-540 Warsaw
E-mail:WarsawRecruitment@state.gov

or at Embassy Reception, ul. Piekna 14a

DEFINITIONS

PSA-Limited: A Personal Services Agreement (PSA) Limited is a hiring mechanism used to hire local staff for short periods of time (up to a maximum of 30 workdays per fiscal year) for casual labor, to staff temporary staffing needs, or for other short-term emergency staffing needs. **US Citizens and Lawful Permanent Residents Aliens (i.e. “Green Card Holders”)** may not be hired under the PSA-Limited as both categories of applicant are subject to US taxation and post’s Financial Management Office does not have the capability to make those deductions from compensation.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Poland 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. The Department of State also strives to achieve equal employment opportunity 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.