



United States Mission to the United Nations



U.S. Department of State New York, NY

Announcement Number: USUN-0260

Position Title: Foreign Affairs Officer

Office and Location: Political Affairs Section, New York, NY

Series and Grade: GG-130-13

Salary Range: \$86,715 - \$112,735

Promotion Potential: None

Opening Date: 10/20/08

Closing Date: 11/03/08

Supervisory: No

Security Clearance Required: If selected must be able to obtain and maintain Top Secret Security Clearance

Relocation Expenses: will not be paid

Area of Consideration: ALL SOURCES

Comments: (1) This is an Excepted Service Position. (2) Incumbent will be subject to random drug testing.

Job Summary: This position serves as an action officer in the USUN Sanctions Unit, which covers for the Political Section the functional area of UN multilateral sanctions regimes. The Sanctions Unit is responsible for all advocating and implementing U.S. policy at the United Nations related to current UN sanctions regimes, as well as helping develop new sanctions regimes as required. This position acts as the principal back-up to the Senior Sanctions Officer and report to the Deputy Minister-Counselor for Political Affairs.

- Coordinates extensively with Washington to develop and advance U.S. positions related to existing UN sanctions programs (namely travel bans, arms embargos, asset freezes);
- Represents the United States on a number of UN Security Council Sanctions Committees that oversee the UN sanctions regimes (current committees are: al-Qaeda/Taliban, Democratic Republic of the Congo, Cote d'Ivoire, Somalia, Sudan, Sierra Leone, Liberia, North Korea, Iran, and Iraq).
- Helps formulate policy options for changes to existing UN sanctions regimes or the creation of new sanctions measures;
- Negotiates with other Security Council delegations on Council actions related to UN sanctions (e.g. communications to UN member states about sanctions, statements of the President of the Council, new Council resolutions, etc.).
- Liaises with UN Secretariat officials to promote efficient and effective management of the sanctions committees.

QUALIFICATION REQUIREMENTS (OPM Qualification Standards for General Schedule Positions): Applicants must have the required experience or education as described below and meet any selective factors, when specified.

Basic Requirements: Completion of a four year course of study leading to a bachelor's or higher degree with at least 24 semester hours in international law and international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or in the humanities;

or

- 12 semester hours in one of the above disciplines and 12 semester hours in statistics/quantative methods;
- or
- A combination of related course work as shown above, totaling 24 semester hours, plus appropriate experience or additional education; or
- Four years of appropriate experience in one or more of the fields listed above in work associated with international organizations, problems, or other aspects of foreign affairs.

IN ADDITION to the basic requirements, applicants must also possess one year of specialized experience equivalent to the GG-12 grade level, which provided the applicant with the particular knowledge, skills and abilities necessary to perform the work of the position. Qualifying specialized experience will demonstrate:

- Knowledge of current U.S. policy objectives.
- Knowledge of terrorism finance and multilateral sanctions policies.
- Ability to provide advice, guidance and consultation to officials with regard to the interpretation and application of analyses.
- Knowledge of national positions and personalities of relevant level.
- Ability to establish and maintain liaison at all levels.

Applicants must meet all qualification requirements, including time-in-grade requirements for current federal employees, by the closing date of the announcement.

MANDATORY - YOU MUST ALSO SUBMIT:

A separate narrative statement that concisely addresses each of the knowledge, skills, and abilities referenced under the section “**RANKING FACTORS**”. Make sure that you reference the specific KSA listed on this announcement. If other KSA’s are cited, the application will be considered incomplete. Include work experience, education, and training that clearly demonstrates how well you possess each element. **FAILURE TO ADDRESS THE KSA’S REGARDLESS OF YOUR COMPETITIVE OR NON-COMPETITIVE STATUS WILL RESULT IN YOUR APPLICATION BEING DETERMINED AS INCOMPLETE AND WILL NOT BE CONSIDERED**

RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, experience, training, awards and supervisory appraisal indicate they possess the knowledge, skills, and abilities described below.

1. Knowledge of political science, international relations, economics, history and geography applied in analyzing and evaluating factors involved in the administration of U.S. foreign policy to assess the relevance and implications of global, social, political, economic, geographic, and military issues developments and events affecting the formulation and execution of U.S. Foreign Policy.
2. 2. Ability to interact with individuals at all levels to elicit and exchange information and to promote U.S. Foreign Policy.
3. 3. Skill in written communication to prepare and present analyses provides guidance, solicit information, defend proposals, and negotiate agreements.

If you are a current Federal employee or a reinstatement eligible, you must submit a copy of SF-50, Notification of Personnel Action to document your highest annual salary and your personal status (tenure)...

COMPLETE APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE U.S. MISSION TO THE UNITED NATIONS AND WILL NOT BE RETURNED.

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Work/Life Programs, at (202) 261-8180. The decision on granting reasonable accommodations will be on a case-by-case basis.

(SEE NEXT PAGE FOR HOW TO APPLY)

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. **Fax applications** to the Human Resources Unit (212) 415-4393

JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number
2. Title and grade (s) of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible **must submit a current performance appraisal** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-1966 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1966 may be submitted.)
2. All non-competitive eligible *must submit* proof of eligibility.
3. All applicants claiming veterans' preference **must provide** proof of eligibility.
4. All other applicants (non-status) **must** submit information identified above.
5. For maximum consideration all applicants **should** submit information that addresses the ranking factors on the front of this announcement.
6. For an electronic copy of this vacancy announcement and OF-612 Federal Application, see the U.S. Mission to the UN Web Site at <http://www.un.int/usa>.

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE AND ARRIVE IN USUN/PER BY COB ON THE FIFTH WORKING DATE AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE DEPARTMENT OF STATE.

WHERE TO APPLY

SEND MAIL TO: U.S. Mission to the United Nations, 140 East 45 Street, New York, NY 10017, Attn: Human Resources Unit, Room-415
E-MAIL ADDRESS: USUNNYHRO1@State.Gov, FAX 212-415-4393. FOR QUESTIONS ABOUT THIS JOB: Charlotte Mantzaris 212-415-4256

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask