




"Dusseldorf-2023-117-T1" Vacancy Details

About

Announcement Number:	Dusseldorf-2023-117-T1
Hiring Agency:	Consulate Dusseldorf
Position Title:	Commercial Specialist - Open to: All Interested Candidates/ All Sources (FCS) (Training Level I)
Open Period:	09/01/2023 - 09/29/2023 Format MM/DD/YYYY
Vacancy Time Zone:	GMT+1
Series/Grade:	LE - 1510 9
Salary:	EUR €64,680 /Per Year
Work Schedule:	Full-time - The advertised positions will be available once incumbents leave Post: January 01, 2024 / March 01, 2024. / April 01, 2024.
Promotion Potential:	LE-10
Promotion Potential Explanation:	Grade 10 - Grade 9 - Promotion to full performance level FSN-10 after 52 weeks and gaining the missing years of work experience and successfully demonstrating the ability to perform the duties of the next higher grade.
Duty Location(s):	3 Vacancy in Dusseldorf, GM
Telework Eligible:	No
For More Info:	 HR Section  please write an e-mail.  employment-germany@state.gov

Overview

Hiring Path:	• Open to the public
Who May Apply/Clarification From the Agency:	For USEFM - FP is 5 (Steps 5-14). Actual FP salary determined by Washington D.C. • All Interested Applicants / All Sources
Security Clearance Required:	Public Trust - Background Investigation
Appointment Type	Permanent
Appointment Type Details:	Indefinite subject to successful completion of a 6 months probationary period.
Marketing Statement:	We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.
Summary:	The work schedule for this position is:

- Full Time (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
Relocation Expenses Reimbursed:	No Not Required
Travel Required:	

[Back to top](#)

Duties

The position is a professional analyst and advisor to CS Germany management for planning, organizing, and administering Commercial Service programs to facilitate the marketing and export of the U.S. products and services, the protection of U.S. business interests abroad, and the promotion of the United States as a direct foreign investment location. In addition to overall knowledge of the country, economy and bilateral trade relationship, the incumbent has expertise in, and responsibility for, specific industry and service sectors. S/he uses this knowledge and expertise to the benefit of U.S. companies through the selection, recommendation and delivery of Commercial Service country and regional customized solutions as well as on-the-shelf products and services; organization of trade events; counseling of U.S. and host country companies and governmental bodies; and preparation of research and analyses on market developments and trends. Incumbent is the recognized USG/Global Markets/Commercial Service expert in assigned areas.

[Back to top](#)

Qualifications and Evaluations

Requirements: EXPERIENCE:

- A minimum of three (3) years of progressively responsible experience in business, government or NGOs in the fields of marketing , trade promotion, economics, international trade.

Education Requirements: Bachelor's Degree or equivalent in business management, economics, marketing, finance, international trade or similar is required.

Evaluations: LANGUAGE:

- English (fluent) in speaking/reading/writing is required.
- German (fluent) in speaking/reading/writing is required.

This may be tested.

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.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

[Back to top](#)

Benefits and Other Info

Benefits URL: [Review our Benefits](#)

Agency Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Germany may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the 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"), Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months, 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](#).

[Back to top](#)

How to Apply

How to Apply: All candidates must be able to obtain and hold a non-sensitive Public Trust clearance.

To apply for this position click the "Submit Application" button. For more information on how to apply visit the Mission internet site.

Please apply for: Dusseldorf-2023-117, Dusseldorf-2023-117-T1, Dusseldorf-2023-117-T2 accordingly to your work experience.

Important Information - read before you continue with your application.

1. We do **not** accept resumes, curriculum vitas (CVs) or cover letters.
2. You must complete the ERA Application Form and provide as much detailed information, as possible. Only the information listed in the ERA application form will be used to determine your eligibility and whether you meet the position requirements (education, work experience and knowledge, skills and abilities, as well as language).
 - List ALL your education in full and include any majors, if any, which show that you meet the educational requirement specific to the advertised position. Please list all educational institutions, not only your latest or highest educational certification. Don't forget to attach a copy of your degree!
 - List your prior work experience. Do not list only the most recent position. Under the tab 'Major Duties and Responsibilities', provide as much detail on the duties and responsibilities as they pertain to the advertised position. For positions with multiple duties that only partly meet the experience required, please indicate what percentage of time was spent on the required duties.
 - Also under Major Duties and Responsibilities specifically address the Knowledge, Skills and Abilities listed on the vacancy announcement. These will determine whether you are qualified for a position during the screening process.
 - Language Requirements – If English and/or German language skills are being advertised for a position, please list each language as required, even if German or English is your native tongue. If you omit listing one of the languages as advertised in the vacancy your application will be disqualified.
3. Documents: please upload all requested and applicable documents that HR has listed for each vacancy. If not specified further within the vacancy announcement, all applications have to be accompanied at a minimum by the universal set of required documents such as educational certificates (please refer to the advertised specific education requirements), copy of passport and work permit/residence permit, if required. Failure to upload the required documents will disqualify your application from further consideration.

Remember, do not attach cover letter or resumes/curriculum vita.

For current employees of the U.S. Mission or Eligible Family Members (EFMs) the same standard rules for submitting applications as listed above apply. EFMs are required to upload specific documentation (travel orders, SF-50s, DD-214 in lieu of passport and residence/work permit) verifying EFM status and possible preferences in hiring. Please do not take providing information for granted and also list your Embassy or Consulate work experience. Your application will need to be able to merit review for eligibility and qualifications by recruitment committees and/or the applicable bureau in Washington.

Required Documents: To qualify based on education, you **MUST** submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

All Applicants:

- Residency and/or Work Permit / Passport and Work Permit
- Degree (not transcript)
- Language Scores (if available)

Eligible Family Member Applicants:

- Copy of Sponsor's Orders/Assignment Notification (or equivalent)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

Next Steps: 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 Germany.

[Back to top](#)

