

U.S. Mission - American Embassy Madrid, Spain
VACANCY ANNOUNCEMENT

No. 31-20	COMMERCIAL ASSISTANT	October 8, 2020
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U.S. Mission: Madrid, Spain
Announcement Number: 31-20
Position Title: Commercial Assistant
Opening Period: October 8, 2020 – October 22, 2020
Series/Grade: LE-8 or FS-6
Salary: LE-8: 39,397€ p.a.
FS-6: \$50,714 p.a. salary determined by Washington D.C.

For more Info: Madrid_HR_Applications@state.gov
Who may apply: All Interested Applicants / All Sources

Please go to section on “How to apply”. Instructions must be strictly followed. Applicants must submit a DS-174

Security Clearance Required: Local Security Certification or Public Trust
Duration of Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply

Summary: The U.S. Mission in Madrid is seeking eligible and qualified applicants for the position of **Commercial Assistant**.

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 (generally 1 week) of receipt of agency authorization and/or clearance/certification) or their candidacy may end.

Supervisory Position: No

Duties: Incumbent reports directly to the Senior Commercial Officer (SCO) and Deputy Senior Officer (DSCO). The incumbent is responsible for providing senior specialized clerical, informational and related support services in promoting U.S. trade objectives in Spain, in particular, to assist carrying out client-driven core Foreign Commercial Service (FCS) programs and services, including: researching, writing, contact developing, and trade event assignments of moderate scope and difficulty. Specifically, incumbent assists Commercial Specialists in working with U.S. firms to develop and implement market entry and expansion strategies, undertakes in-depth market research, reporting complex information in concise, readable formats to clients and, as necessary, in support of high-level Department of Commerce (and

possibly other agency) officials. Employee assists Commercial Specialist in creating trade promotion opportunities bringing U.S. and Spanish business representatives together for discussions and projects. Analyzes market trends and evaluates research for Commercial Specialists, Maintains working-to-mid level contacts in key industry sectors and with relevant government entities in Spain. Employee assists Commercial Specialists in advising U.S. clients on Spanish laws and regulations as they affect trade and investment opportunities. Tracks client satisfaction by seeing that participation agreements for Commercial Service (CS) services are cleared in the system and generates export WIN reports

Qualifications and Evaluations:

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education: A bachelor's degree or host country equivalent in economics, accounting, marketing, international trade or business administration is required.

Requirements:

Experience: Two years of general business or marketing experience is required.

Job Knowledge: A standard working knowledge of local business firms trade practices, organizations and customs.

Evaluations:

Language: Level 4 (fluent) of English speaking/reading/writing. Level 4 (fluent) of Spanish speaking/reading/writing. This may be tested.

Skills and abilities: Tact in dealing with the public. Ability to carry out assigned duties with minimum supervision. Good computer skills. Ability to maintain working level contact with service providers in the host country. Ability to obtain and organize data, to prepare accurate and precise reports, and to know when to seek higher-level assistance. Strong organizational and planning skills, initiative and good judgment in working independently; high level interpersonal skills; attention to detail and proficiency in MS Office.

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.

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/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Considerations.pdf>

Additional selection criteria

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget and residency status.
2. Current OR (Ordinarily Resident) employees serving a probationary period are not eligible to apply. Current OR employees with a MBC rating below 100 points on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR (Not Ordinarily Resident) employees hired on a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment unless they have a When Actually Employed (WAE) work schedule.

How to Apply: Applicants must submit a Universal Application for Employment (DS-174) which is available on the website <https://es.usembassy.gov/embassy-consulates/jobs/> to Madrid_HR_Applications@state.gov

To apply for this position, applicants should electronically submit the documents listed below. All candidates must be able to obtain and hold a Local Security Certification or Public Trust security clearance.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent)
- Residency and/or Work Permit
- Passport or DNI copy
- Degree
- If applicable, for U.S. Veterans and former U.S. Government employees
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

If candidate is asked to an interview, please also provide:

- Letter(s) of recommendation

- List of references

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 in the website of the Embassy

<https://es.usembassy.gov/embassy-consulates/jobs/>

Thank you for your application and your interest in working at the U.S. Mission in Madrid, Spain.