

**United States Embassy**

**Tokyo, Japan**



***The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment***

**Position Vacancy: Cultural Affairs Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Cultural Affairs Assistant (position number A71006)  
FSN-9, FP- 5 (Full Performance Level)  
FSN-8, FP-6 (Trainee Level)

**OPENING DATE:** September 3, 2004

**CLOSING DATE:** September 28, 2004

**WORK HOURS:** Full Time 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: FP-6 US\$33,697 p.a. (Trainee salary)  
(Position Grade: FP-5 is confirmed by Washington)

\*Ordinarily Resident: FSN-8 ¥8,664,261 p.a. (Trainee salary)

**Note:**

- Only candidates selected for an interview will be contacted.
- All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
- Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
- Advertised salary may vary depending on the qualifications of the successful candidate.
- A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Miriam Tokumasu at 03-3224-5642.

**THE U.S. EMBASSY IS SEEKING: an individual for the position of Cultural Affairs Assistant in the Cultural Affairs section in Tokyo.** The Cultural Affairs Assistant, under the direction of the supervisor, conceptualizes and develops seminars, digital videoconferences and other Public Affairs programs featuring US speakers in support of the Mission's goals in such areas as International Relations and Security. The employee also advises Cultural Section staff on the appropriate thematic focus for Public Affairs programs and the best venue and audience for achieving USG goals through these programs. To do so effectively, the Cultural Affairs Specialist must have wide knowledge of the intellectual environment surrounding issues of the Mission's concern, and draw on his/her contacts in local government, academic and think tank circles. The Cultural Affairs Specialist manages program schedules, develops program support materials, and helps maintain an intranet site with this information for use by the Cultural Section, as well as colleagues throughout Japan and in Washington.

**QUALIFICATIONS REQUIRED**

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

1. Education: Bachelor's degree in International Relations, American Studies, Social Science, Library Science or related discipline is required.

2. Prior Work Experience: Five years progressively responsible experience in conference development, research, academic or private sector exchange programs, program coordination, and/or media production is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English is required. Level IV (Fluent) Speaking/Writing/Reading Japanese is required.
4. Knowledge: Must understand the function and substance of the MPP and which Embassy sections have primary responsibility for the MPP goal. Must understand the current academic discourse (in both U.S. and Japan) on various subjects related to program themes, and have a working knowledge of the key experts and institutions in those fields.
5. Skills and Abilities: Must be able to develop, schedule and help constituent posts carry out substantive speaker programs. Ability to draft correspondence and reports in English; brief high level American experts; have working knowledge of email, word processing and database software applications is required.

### **SELECTION PROCESS**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

### **SUBMIT APPLICATION TO**

Human Resources Office  
 Attention: Miriam Tokumasu  
 Address: 1-10-5, Akasaka, Minato-ku,  
 Tokyo 107-8420

### **POINT OF CONTACT**

Miriam Tokumasu  
 Telephone: 03-3224-5640  
 FAX: 03-3224-5818

### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil,

Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: September 28, 2004**  
**An Equal Opportunity Employer**