

**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: Commercial Specialist**

**OPEN TO:** All Interested Candidates  
**POSITION:** **Commercial Specialist FSN-11, FP-4 (position number A78016)**  
**OPENING DATE:** September 3, 2004  
**CLOSING DATE:** September 20, 2004  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: FP-4 US\$46,519 p.a. (Starting salary)  
(Position Grade: FP-4 is confirmed by Washington)  
\*Ordinarily Resident: FSN-11 ¥12,290,037 p.a. (Starting salary)

**PLEASE 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 Mary Smith at 03-3224-5640.

**THE U.S. EMBASSY IS SEEKING:** an individual for the position of Commercial Specialist in the Foreign Commercial Service section. As a senior professional analyst and advisor to the U.S. staff in planning, organizing and administering programs to facilitate the marketing of U.S. goods and services, provides a wide range of advice and assistance to U.S. firms, including developing marketing strategies and long-range planning, preparing market research and reporting, organizing trade shows and events, and creating opportunities designed to facilitate exchange programs between U.S. and host country business representatives. Analyzes market trends and evaluates market research, frequently of a complex nature, and is considered expert in the sectors for which responsible. Maintains an extensive range of mid- to senior-level contacts in business and government. Advises U.S. and host country clients on laws affecting trade and investment. Informs host government officials and business organizations about U.S. legislation, regulations and practices pertaining to foreign trade. Undertakes research and prepares complex factual and analytical reports on a variety of matters affecting U.S. exports and trade, particularly in the areas of responsibility. Investigates trade complaints and makes recommendations for resolution. Mentors junior staff on Commercial Service policies and procedures, serves as team leader for more extensive projects, and may be requested to supervise and/or provide training to junior staff in all aspects related to the work of Commercial Specialists.

**QUALIFICATIONS REQUIRED**

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

1. **Education:** Bachelors Degree or equivalent in business management, economics, marketing, finance, international trade or similar field is required.

2. **Prior Work Experience:** Five to seven years of progressively responsible experience in business, government or NGOs in the fields of marketing, trade promotion, international trade, economics, economic research, banking or similar field is required.
3. **Language Proficiency:** Level V (Fluent) Speaking/Writing/Reading English is required. Level IV (Fluent) Speaking/Writing/Reading Japanese is required.
4. **Knowledge:** Thorough knowledge of the domestic economy, commercial and industrial structure, business and industry customs and practices, and trade investment laws, regulations and policies is required. Thorough understanding of CS trade promotion goals, programs, and procedures, marketing strategies and reporting requirements are required. Thorough knowledge of U.S. business practices is required.
5. **Skills and Abilities:** Ability to: develop and maintain an extensive range of mid- to high-level contacts in the host government and private sector; to plan, organize, and execute complex commercial research projects to prepare precise and accurate reports embodying in-depth analytical evaluations, and to render advice with detachment and objectivity, employing sound professional judgement 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: 03-3224-5642  
 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 20, 2004**  
**An Equal Opportunity Employer**