

Position Vacancy

Agricultural Specialist (Foreign Agricultural Section)

OPEN TO: All Interested Parties
POSITION: Agricultural Specialist (93001)
OPENING DATE: November 5, 2015
CLOSING DATE: November 19, 2015
WORK HOURS: Full Time: 40 hours/week
SALARY: **Full Performance Level**
Ordinarily Resident (OR) ¥12,290,037 p.a.
(Position Grade: FSN-11)
Not-Ordinarily Resident (NOR)
(Position Grade: FP- 4/ Starting salary set by Washington)
Trainee Level (1)
Ordinarily Resident (OR) ¥ 11,340,565 p.a.
(Position Grade: FSN-10)
Not-Ordinarily Resident (NOR)
(Position Grade: FP- 5 steps 5-14/ Starting salary set by Washington)
Trainee Level (2)
Ordinarily Resident (OR) ¥ 10,428,220 p.a.
(Position Grade: FSN-9)
Not-Ordinarily Resident (NOR)
(Position Grade: FP- 5 steps 1-4/ Starting salary set by Washington)

All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Mission in Tokyo is seeking eligible and qualified applicants for the position of Agricultural Specialist for the Foreign Agricultural Section (FAS).

BASIC FUNCTIONS OF POSITION:

Incumbent serves as expert advisor to the Agricultural Minister-Counselor (AGMIN) and other American officers on assigned commodities, technical food safety issues, and other topics as assigned. Monitors Government of Japan (GOJ) regulatory developments and policy decisions that affect the food industry and analyzes implications for U.S. food exports to Japan, especially with regard to assigned portfolio. Where appropriate, in coordination with local Animal and Plant Health Inspection Service (APHIS) office, resolves time-sensitive quarantine clearances, Ministry of Finance product classifications, and food safety problems. S/he provides information and support to U.S. exporters and importers of agricultural products; arranges opportunities for the AGMIN, other American officers, or him or herself, as appropriate, to make representations to the GOJ seeking changes in regulatory policy. With minimal oversight from the AGMIN or other American officers; gathers and interprets information in his/her areas of expertise and develops reports for use by the United States Government (USG) and U.S. trade. Also s/he supports FAS/Tokyo's LE Staff with primary responsibility for food safety, food additives, and biotechnology issues. S/he guides and assists other LE Staff employees in reporting and

regulatory questions of a technical nature. S/he assists in implementation of FAS market development programs.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "Tips for Applying" page on our website for more details: <http://japan2.usembassy.gov/e/info/tinfo-jobtips.html>

Full Performance Level

1. **Education:** Bachelor's degree in one of the following areas is required: science (including food science, chemistry, biology, etc.), economics, business, marketing, agriculture, international trade/relations, law or related field.
2. **Prior Work Experience:** Five to seven years of progressively responsible experience in a profession related to agriculture or agricultural trade required.
3. **Language Proficiency:** Level IV* (fluent) English and Japanese. Language proficiency may be tested.
4. **Knowledge:** To be fully functional, the Agricultural Specialist in this position requires a broad and comprehensive understanding of all aspects of agriculture (biology, animal and plant health, economics, business, trade policy, legislative and rule making processes in the United States and Japan). Detailed understanding of Japanese and American business practices, distribution channels and agricultural policy. A deep understanding of U.S. and Japanese agricultural policies and programs, and specific and detailed understanding for those policies and programs within his/her commodity area of expertise and more broadly. A thorough understanding of economic theory and a mature grasp of the economic situation in Japan, the United States and globally. A current, functional network of key contacts in Japanese industry and government is required.
5. **Skills and Abilities:** Must be able to recognize and evaluate policy and market constraints hindering U.S. agricultural exports to Japan. Can suggest effective and coherent strategies for removing those constraints. Obtain and evaluates commodity economic and market data and prepares substantive, well-written English drafts for all scheduled and voluntary reports under his/her areas of responsibility. Exhibits personal characteristics that inspire confidence and cooperation on the part of those with whom he/she maintains official contact.

Trainee Level (1)

1. **Education:** Bachelor's degree in one of the following areas is required: science (including food science, chemistry, biology, etc.), economics, business, marketing, agriculture, international trade/relations, law or related field.
2. **Prior Work Experience:** At least four years of progressively responsible experience in a profession related to agriculture or agricultural trade required.
3. **Language Proficiency:** Level IV* (fluent) English and Japanese. Language proficiency may be tested.
4. **Knowledge:** Thorough understanding of all aspects of agriculture (biology, animal and plant health, economics, business, trade policy, legislative and rule making processes in the United States and Japan). An understanding of Japanese and American business practices, distribution channels and agricultural policy. An understanding of U.S. and

Japanese agricultural policies and programs, and specific and detailed understanding for those policies and programs within his/her commodity area of expertise and more broadly. An understanding of economic theory and a mature grasp of the economic situation in Japan, the United States and globally. A current, functional network of key contacts in Japanese industry and government is required.

5. **Skills and Abilities**: Must be able to recognize and evaluate policy and market constraints hindering U.S. agricultural exports to Japan. Can suggest effective and coherent strategies for removing those constraints. Obtains and evaluates commodity economic and market data, as well as scientific and technical issues affecting imports of U.S. agricultural products, and prepares substantive, well-written English drafts for all scheduled and voluntary reports under his/her areas of responsibility. Exhibits personal characteristics that inspire confidence and cooperation on the part of those with whom he/she maintains official contact.

Trainee Level (2)

1. **Education**: Bachelor's degree in one of the following areas is required: science (including food science, chemistry, biology, etc.), economics, business, marketing, agriculture, international trade/relations, law or related field.
2. **Prior Work Experience**: At least three years of progressively responsible experience in a profession related to agriculture or agricultural trade required
3. **Language Proficiency**: Level IV* (fluent) English and Japanese. Language proficiency may be tested.
4. **Knowledge**: Concrete understanding of all aspects of agriculture (biology, animal and plant health, economics, business, trade policy, legislative and rule making processes in the United States and Japan). An understanding of Japanese and American business practices, distribution channels and agricultural policy. An understanding of economic theory and a mature grasp of the economic situation in Japan, the United States and globally. A current functional network of key contacts in Japanese industry and government is required.
5. **Skills and Abilities**: Must be able to recognize and evaluate policy and market constraints hindering U.S. agricultural exports to Japan. Can suggest effective and coherent strategies for removing those constraints. Obtains and evaluates commodity economic and market data, as well as scientific and technical issues affecting imports of U.S. agricultural products, and prepares substantive, well-written English drafts for all scheduled and voluntary reports under his/her areas of responsibility. Exhibits personal characteristics that inspire confidence and cooperation on the part of those with whom he/she maintains official contact.

* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>.

SELECTION PROCESS:

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service 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.
4. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.
5. Applications must be post marked by/on the closing date.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (DS-174/read-only file), which is available on our website: <http://japan2.usembassy.gov/e/info/tinfo-jobs.html>
2. Academic credential (e.g., copy of transcript, diploma, or equivalent)
3. Language test score that is less than five years old (e.g., TOEIC, TOEFL, STEP, CASEC, JLPT, J-CAT, etc.)
4. Any other documentation (e.g., driver's license, certificates, typing skills, etc.) that addresses the qualification requirements of the position as listed above.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Mailing Address: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; or
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:

- U.S. citizen; and
- The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- Listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
 - Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - Resides at an involuntary separate maintenance allowance (ISMA) location authorized under 3 FAM 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officers travel orders, but will have a Form SF-1190, Foreign Allowances Application, Grant and Report, processed authorizing ISMA.

Appointment Eligible Family Member (AEFM): An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; *see* below) or a temporary appointment (TEMP; *see* below) provided that **all** of the following criteria are met:

- Is a U.S. citizen; and
- Is the spouse or domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee, or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan; and
- Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members, including EFM parents (parents granted EFM status pursuant to 14 FAM 511.3(2)), or dependents on direct-hire Foreign Service, Civil Service, or uniformed *service members* travel orders or approved Form *OF-126* who do not meet all of these criteria are not AEFMs for purposes of [3 FAM 8200](#). Both AEFMs and USEFMs receive a hiring preference for all positions advertised at post.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct-hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is:

- Not an EFM and therefore not on travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM.

A MOH may be a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister; who falls outside the Department's current definition of eligible family member. An MOH may or may not be a U.S. citizen. [12 FAM 275](#), Reporting Cohabitation with and/or Intent to Marry a Foreign National.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and

- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.