

# U.S. MISSION MOROCCO VACANCY ANNOUNCEMENT

**Announcement Number:** Casablanca-2019-001

**Position Title:** Commercial Specialist

**Opening Period:** Monday, January 28, 2019 – Monday, February 11, 2019

**Series/Grade:** LE - (1510) 10

**Salary:** (MAD) 385,048 p.a. – (MAD) 385,048 p.a.

**For More Info:** Human Resources Office: [RecruitmentRabat@state.gov](mailto:RecruitmentRabat@state.gov)

**Who May Apply:** All interested Candidates /All Sources  
For USEFM - FS is 05. Actual FS salary determined by Washington D.C.

**Security Clearance Required:** Local Security Certification

**Duration Appointment:** Indefinite subject to successful completion of probationary period.

**THIS POSITION IS SUBJECT TO FUNDING AVAILABILITY.**

**Marketing Statement:** We encourage you to read and understand the Eight (8) Qualities of Overseas Employees, <https://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees>, before you apply.

**Summary:** The U.S. Consulate in Casablanca is seeking eligible and qualified applicants for the position of Commercial Specialist in the Foreign Commercial Service Office.

The work schedule for this position is Full Time (40 hours per week).

**Start date:** Candidates must be able to begin working within a reasonable period of time (two months) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** As the subject-matter expert for specific industries within a defined portfolio, the Commercial Specialist continuously monitors the pertinent sectors and keeps abreast of developments, maintains and grows their network of Moroccan contacts and advises the Senior Commercial Officer, colleagues and U.S. firms and associations on market penetration strategies and developments. The jobholder will present and market various paid services to U.S. companies looking for distributors, partners, or agents. In addition, the incumbent will engage in public speaking in front of audiences of high-level professionals and government officials to disseminate information about the Commercial Service and U.S. policies. He or she will also advocate on behalf of U.S. products and services. The Commercial Specialist will plan, recruit and accompany delegations to various trade shows while being responsible for meeting strict performance metrics and documenting ongoing work and results in a specialized database. The incumbent will assist the Senior Commercial Officer to organize official visits and trade missions as well as obtain appointments with the relevant Moroccan stakeholders in the private sector and government.

## **Qualifications and Evaluations**

**Education:** Bachelor degree in Business Management, Economics, Marketing, Finance, International Trade, or a related field is required.

### **Requirements:**

**Experience:** A minimum of four years of progressively responsible experience in Marketing, Trade Promotion, or International Trade is required.

### **JOB KNOWLEDGE:**

- Must have thorough knowledge of the Morocco's economy and trading practices.
- Must have comprehensive understanding of Moroccan foreign trade policy and issues affecting bilateral trade and relations with the United States.
- Must have good understanding of U.S. Government trade policies, and export promotion programs.
- Must have working knowledge of International Trade (terms and procedures).
- Must be familiar with the U.S. business culture.

### **Evaluations:**

#### **Language:**

- Level IV (Fluency) in written, reading and spoken English and French is required. (English will be tested)

### **SKILLS AND ABILITIES:**

- Must have the ability to develop and maintain an extensive range of appropriate mid to high-level contacts in the Moroccan government and private sector.
- Must have the ability to plan, organize, and execute complex research projects related to commercial or policy issues.
- Must have the ability to prepare precise and accurate factual and analytical reports, and to render advice with detachment and objectivity, employing sound professional judgement.
- Must have experience developing and implementing marketing plans that lead to commercial success.
- Must understand and exercise the highest level of customer services.
- Must possess excellent verbal and written communication skills.
- Must be a team player and have an outgoing and engaging personality.
- Must understand and strictly abide by the rules of protocol in diplomacy.

**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.

**Benefits:** Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Morocco may receive a compensation package that includes allowances, competitive bonus and benefits. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments.

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”), 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/downloads/files/definitions-for-va>

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available on [US MISSION MOROCCO](#).

To apply:

- a) **Mailing Address:** Human Resources Office  
Attention: Vacancy Announcement 19-001  
Address: Km 5.7, Avenue Mohammed VI, Souissi, Rabat 10170
- b) **E-mail Address:** [RecruitmentRabat@state.gov](mailto:RecruitmentRabat@state.gov)

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

- DS-174
- Residency and/or Work Permit
- CIN copy
- Bachelor degree in Business Management, Economics, Marketing, Finance, International Trade.
- Work certificates

**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 by contacting the Human Resources office.

**Thank you for your application and your interest in working at the U.S. Consulate in Casablanca, Morocco.**