



## **BASIC FUNCTION OF THE POSITION**

This position serves as a Commercial Assistant to the U.S. Commercial Service France (CS France) and reports to the Consul in Marseille, with additional supervision from the Commercial Counselor in Paris. It must also cooperate with Industry Unit head to ensure seamless provision of service and organization of trade events. The incumbent's responsibilities cover the following industry sectors: Construction Equipment, Building Products, Wood products, and Heating/Refrigeration Equipment.

As needed, the incumbent may be called upon to handle additional industry sectors, particularly as they relate to assisting CS Paris with potential customers in the Marseille region."

## **MAJOR DUTIES & RESPONSIBILITIES**

Under the guidance of Paris-based commercial specialists and the Consul General, incumbent performs the following duties:

- **Outreach, Trade Counseling, and Matchmaking:** Responsible for trade and investment counseling with executives of U.S. companies in the assigned industry sectors. Conducts critical trade outreach with key French authorities by representing the U.S. Missions in France and Consulate Marseille at business functions, trade shows, and conferences.  
Organizes Gold Key business appointments for U.S. executives in assigned industry sectors and coordinates support from commercial specialists located in other regions of France in the assigned sectors.  
Prepares International Partner Search (IPS) reports for U.S. firms seeking French commercial partners, agents, and distributors.  
Searches, identifies, and reports export sales opportunities for U.S. suppliers in the French market through the Buy USA Program.  
Facilitates resolutions of trade complaints from U.S. companies.  
Responds to and provides comprehensive trade counseling in response to all print and electronic inquiries from U.S. companies in assigned industry sectors.  
Promotes the supplier identification services of the Commercial Information Center as well as Business Service Provider announcements on the CS France web site and Single Company Promotions.
- **Market and research Analysis:** Prepares Industry Sector Analysis (ISA) and International Market Insight (IMI) reports on topics within assigned industry sectors. Monitors and reports on the status of French trade barriers to U.S. exports.
- **Trade Event Organization:** Organizes, recruits, and manages participations of U.S. exporters in trade missions, exhibitions, seminars and other CS trade events in France.

- **Marketing CS Product and Services:** Works with the Marketing and Events Support Unit to promote U.S. Commercial Service in France and/or services to U.S. and French clients, with the goal of expanding client awareness, raising trust funds revenue, and increasing the number of CS France success stories.

## **QUALIFICATIONS REQUIRED**

**Education:** Bachelor degree in Business, Marketing, and other Economic related fields required.

**Prior Work Experience:** Three to four progressively responsible job-related experience in business, government or NOGs in the field of marketing, trade promotion, economics, international trade or similar field.

**Language Proficiency:** English - French: Speaking/Reading/Writing  
- Full Professional Proficiency (level IV).

**Knowledge:** Good working knowledge of French economy, commercial markets in general and international business. Strong knowledge of major firms and contacts in assigned industry sectors, as well as a good working knowledge of U.S. industry and economy.

**Skills and Abilities:** Ability to plan, organize and carry out promotion projects, prepare accurate well written analytical reports or specific products or service with short time frames and identify effective marketing strategies in France for specific product or service.

## **RANKING FACTORS:**

1. Previous experience in related field
2. Language skills
3. Computer skills
3. Education

## **SELECTION PROCESS**

When equally qualified, Eligible Family Members and U.S. Veterans, and FSC employees subject to the RIF will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

2. Current employees may not apply unless they have completed 52 weeks in their current position.
3. Applicants must be eligible for employment under host government laws and regulations.
4. Employees under fixed-term appointments may not apply unless they reach the end of their contract.

### **APPLICATION AND SELECTION PROCESS:**

Interested candidates who meet the requirements of the above position may apply by forwarding to the Human Resources Office, AM-16, American Embassy, 2 avenue Gabriel, 75382 Paris Cédex 08, , or by e-mail to [baylegb@state.gov](mailto:baylegb@state.gov) or [Auffretlj@state.gov](mailto:Auffretlj@state.gov)

- *A recent application or CV.*
- *A letter of interest stating the qualifications for the position with special emphasis on the ranking factors.*
- *Evidence of authorization to work in France:*
  - For a dual national, copy of the French identity card.*
  - For a non-French citizen, copy of the carte de séjour with a valid work permit.*
  - For an EU citizen, a copy of the EU card or passport.*

Initial screening will be based on the curriculum vitae and letter of introduction. Candidates ranked highest will be invited to meet with recruitment specialist and to take tests as appropriate. Those ranked highest will then be referred for interviews.

**Only applications received in the Human Resources Office before the closing date will be eligible for consideration. Applications and letters, which are inadequate or incomplete, will not be considered. Only applicants selected for interviews will be contacted.**

This position is advertised inside and outside concurrently.

### **POINT OF CONTACT**

Email: to [baylegb@state.gov](mailto:baylegb@state.gov) or [Auffretlj@state.gov](mailto:Auffretlj@state.gov)

American Embassy  
2, avenue Gabriel  
75382 Paris Cédex 08  
FAX: 01-43-12-24-36

## **DEFINITIONS**

1. Appointment Eligible Family Member (AEFM): US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad. This is the type of Eligible Family Member that is eligible for direct hire employment or either a Family Member Appointment or Temporary Appointment.
2. 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 permit for employment in country. Documents showing authorization to work in France and residency status must be submitted with application.
3. Not-Ordinarily Resident (NOR): A non-host country citizen (U.S. citizen or foreign national) who, although legally resident in a host country, is not permanently resident. US citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law.

**CLOSING DATE FOR THIS POSITION: October 22, 2004 (COB at 5:00 p.m.)**  
An Equal Opportunity Employer

FCS/CG/HR/MGT