

Vacancy Announcement

U.S. Mission: U.S. Embassy Havana

Announcement Number: 16/2020

Position Title: **Language Instructor**

Opening Period: September 2, 2020 – September 16, 2020

Series/Grade: LE Staff -08

Salary: Actual FS salary determined by Washington D.C.

For More Info: Human Resources Office
E-mail Address: Havana_jobs@state.gov

Who May Apply: All Interested Candidates

Security Clearance Required: Local Security Certification

Summary: The U.S. Mission in Havana is seeking eligible and qualified applicants for the position of **Language Instructor** in the Human Resources Office (**HRO**).

The work schedule for this position is:

- Full Time - 39 hours per week

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

Supervisory Position: No

Duties: The incumbent should provide Spanish language instruction to U.S. Embassy American personnel and English language instructor to U.S. Embassy LE Staff as required.

Qualifications and Evaluations

EDUCATION: Bachelor degree in Education or Languages is required.

EXPERIENCE: At least three years of experience as an instructor of foreign language is required.

JOB KNOWLEDGE: A thorough knowledge of foreign language teaching theory and techniques is required. Must have excellent knowledge of grammar, idioms, syntax, and pronunciation of both Spanish and English.

LANGUAGE: Level IV (Fluent) of sp/read English and Spanish is required. (Test to be administered by the HR Office).

SKILLS AND ABILITIES: Must be able to communicate effectively with students from a range of educational and cultural background, and to present instruction in such a way as to maintain the student's interest, and their motivation to learn the necessary aspects of the language within a reasonable time frame. Must have knowledge of Microsoft Office Suite. Must be able to use audio/visual machinery/computers to assist with instruction.

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.

How to Apply: All candidates must be able to obtain and hold a Local Security Certification clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site.

To apply for this position, applicants should electronically submit the documents listed below.

For more information on how to apply, visit the Mission internet site:

<https://cu.usembassy.gov/es/embassy-es/jobs-es/>

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

- DS- 174

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. Mission in Havana-Cuba.