

# VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 10-30

OPEN TO: All Interested Candidates

POSITION: Standard Chinese and Taiwanese Language Instructor

POSITION GRADE: FN-9 or FP-6\* - full performance level, or  
FN-6 or FP-8\* - trainee level  
\* FP grades are subject to Washington's review

POSITION LOCATION: CLASS

OPENING DATE: July 28, 2010 (re-open)

CLOSING DATE: August 20, 2010

WORK HOURS: Full-time; 40 hours/week

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The American Institute in Taiwan is seeking individuals for the Standard Chinese and Taiwanese Language Instructor positions in the Chinese Language & Area Studies School.

## **BASIC FUNCTION OF POSITION**

The incumbent provides Standard Chinese and Taiwanese, and area studies instruction to students from the Department of State, other U.S. Government agencies, and possibly other organizations and institutions; develops curriculum and program materials.

## **QUALIFICATIONS REQUIRED**

**NOTE: Applicants must provide specific, comprehensive supporting information for each item below.**

- A Bachelor's degree is required.
- FN-9: At least 3 years of experience utilizing instructional skills and techniques in language teaching.  
FN-6: No teaching experience.
- Level IV (Fluent) Standard Chinese and Taiwanese, Level III (Good Working Knowledge) English are required.
- Thorough knowledge of the pronunciation structure and mechanics of Standard Chinese and Taiwanese. Thorough knowledge of the political, social, cultural, historical, economic, and religious issues and trends of the countries where Chinese is the native language.
- Demonstrated native skills in reading, writing, speaking, and understanding both the classical (literary) and colloquial (spoken) form of Standard Chinese. Good research and writing skills. Ability to organize a large amount of diverse teaching materials and to manage classroom time to maintain a high level of student time-on-task. Skill in operating work processing equipment and in using computer technology for the delivery of curriculum and instruction (Computer-Assisted Language Learning)

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen 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**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When-Actually-Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

- A cover letter and current resume
- A copy of local ID or ARC

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

## **SUBMIT APPLICATION BY EMAIL TO:**

[TaipeiAIT-HRO@state.gov](mailto:TaipeiAIT-HRO@state.gov)

Human Resources Office

Attention: Tor Petersen, Acting Human Resources Officer

Please identify the position title you are applying for in the e-mail subject line.

If you are a U. S. Citizen Eligible Family Member, please include the word "AEFM" in the e-mail subject line.

## **POINT OF CONTACT**

Ms. Lin, Human Resources Assistant

Telephone Number: 2162-2332

## **DEFINITION**

- 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 child 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 or Foreign Service.
- 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.
  - Member of Household (MOH): 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.
  - 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.
  - Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: August 20, 2010**

The American Institute in Taiwan 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.