

# "VIENNA-2025-004" Vacancy Details

## About

**Announcement Number:** VIENNA-2025-004  
**Hiring Agency:** Embassy Vienna  
**Position Title:** Agricultural Specialist - Open to All Interested Candidates  
**Open Period:** 12/05/2025 - 12/22/2025  
Format MM/DD/YYYY  
**Vacancy Time Zone:** GMT+1  
**Series/Grade:** LE - 1515 11  
**Salary:** EUR €75,869 /Per Year  
**Work Schedule:** Full-time - 40 hours per week  
**Promotion Potential:** LE-NA  
**Duty Location(s):** 1 Vacancy in  
Vienna, AU  
**Telework Eligible:** No  
**For More Info:**  HR Section  
 Please email  
 vacanciesvie@state.gov

## Overview

**Hiring Path:** • Open to the public  
**Who May Apply/Clarification** Open to All Interested Candidates For applicants who are USEFMs, the final grade/step for these positions will be determined by Washington  
**From the Agency:** DC. The proposed grade is FP-4.  
**Security Clearance Required:** Public Trust - Background Investigation  
**Appointment Type:** Permanent  
**Appointment Type Details:** Indefinite subject to successful completion of probationary period.  
**Marketing Statement:** 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.  
**Summary:** The Tri-Mission in Vienna, Austria, is seeking eligible and qualified applicants for the **Agricultural Specialist** with the Animal and Plant Health Inspection Service (APHIS) office of the Tri-Mission.  
**Supervisory Position:** No  
**Relocation Expenses** **No**  
**Reimbursed:** Occasional Travel  
**Travel Required:** Occasional travel to training locations in Germany and other countries may occur.

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## Duties

The Agricultural Specialist applies his/her knowledge and experience with animal and plant health programs, regional trade issues, and socio-political and cultural factors to provide export analysis and promote U.S. interests in the above areas for the 19 countries (Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Kosovo, Kazakhstan, Kyrgyzstan, Moldova, Montenegro, North Macedonia, Russia, Serbia, Tajikistan, Turkey, Turkmenistan, Ukraine, and Uzbekistan) of coverage. The incumbent works with government officials and other stakeholders in the area of coverage (1) to provide expert consultation on U.S. import and export regulations, (2) to develop sanitary and phytosanitary standards, implement quarantine and/or treatment procedures, and to maintain and increase bilateral and regional trade, (3) to resolve issues affecting the importation of U.S. products into the countries of coverage, and (4) to safeguard U.S. agriculture. The incumbent develops and facilitates, and/or coordinates capacity building projects, seminars, and workshops to enhance the ability of foreign officials to mitigate or eradicate animal and plant pests and diseases in their own countries and strengthen the regulatory infrastructures in these countries.

The position is complex as it includes 19 host economies, a variety of agricultural commodities, variations in geographic areas in terms of climate and terrain and its impact on commodity availability, economic, political considerations between host countries and the U.S., and the expansion of U.S. exports of agricultural commodities. The incumbent provides expert consultation in resolving technical barriers to U.S. exports and/or releasing commodities from quarantine in a foreign country of coverage; actively participates in prioritizing agency goals and objectives in conjunction with the Supervisor, Agricultural Attaché/Foreign Service Officer (FSO), Regional Manager, Veterinary Services, Plant Protection and Quarantine, Foreign Agricultural Service (FAS) and other U.S. Government agencies. The incumbent represents APHIS and acts as a linking trade expert during trade negotiations, bilateral meetings, and trade conferences with counterparts, following guidance from APHIS management.

**Main Duties:**

- Trade Support and Resolution of Specific Trade Issues (35%)
- Animal and Plant Health Safeguarding, Risk Analysis, Project Implementation and Evaluation (30%)
- Program Management - Strategy, Planning, Design, and Evaluation (15%)
- Capacity Building (10%)
- Other Duties as Necessary (10%)

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**Requirements:** All selected candidates must be able to obtain and hold a security certificate.

All selected candidates will be subject to a background investigation and may be subject to a pre-employment medical exam. Selected candidate must be able to begin working within a reasonable period of time upon receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Education Requirements:** A master's degree (or equivalent) in agriculture/agronomy, or plant pathology/entomology, or animal/veterinary sciences, or biology is required.

*Please address this factor in your ERA application under Education.*

**Evaluations:** You will be evaluated against the qualifications and requirements in this vacancy announcement.

You may be asked to complete a pre-employment language or skills test.

You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any knowledge/skills/abilities listed. If you fail to submit a complete application, then your application may be disqualified for this position.

**Qualifications: Experience:**

Minimum of five (5) years of experience in agricultural science field in a public or private institution. Experience working in developing, directing, or evaluating agricultural health programs relating to trade or regulatory, or in dealing with sanitary and phytosanitary (SPS) matters of an equivalent nature is required. In depth knowledge of local laws in the assigned area, regulations, programs, practices as related to animal and plant health issues in the region. Trade policy of the various countries and the sanitary and phytosanitary policies of regional and international SPS organizations must be understood and applied.

*Please address this factor in your ERA application under Major Duties and Responsibilities.*

**Language:**

English: Fluent (written & spoken, including the ability to translate)

German: Good working knowledge (written & spoken)

*Please address this language requirement in your ERA application.*

**Job Knowledge:**

Expert and authoritative knowledge of animal and plant health sciences, applicable laws, precedent decisions, quarantine regulations, and preclearance facility operating procedures is required. In depth knowledge of local laws, programs, and practices related to animal and plant health relating to existing treaties and cooperative agreements is required.

*Please address this factor in your ERA application under Major Duties and Responsibilities.*

**Skills And Abilities:**

Must have ability to analyze complex, novel, and/or sensitive regional issues, programs, and situations and to apply a complex body of knowledge, laws, and precedents to make decisions and recommendations. Must have ability to independently organize and execute work. Must have ability to use many different sources to research programs and techniques. Must have ability to communicate effectively in writing and orally. Must be able to read and comprehend articles appearing in scientific journals and then apply this knowledge to program objectives. Must have ability to deal with high-level officials and other representatives in providing technical advice, negotiating agreements, and explaining complex regulations and laws.

*Please address this factor in your ERA application under Major Duties and Responsibilities.*

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**Benefits:**

**Agency Benefits:** For Locally Employed Staff working at the Tri-Missions Vienna, **compensation also consists of the prorated 13th and 14th month payment in addition to the yearly Euro salary above.** The compensation package will include health, separation, and other benefits.

For Eligible Family Member (EFM) applicants, benefits should be discussed with the HR Office. The pay plan is assigned by the HR Office and confirmed by Washington, D.C.

**Other Information: HIRING PREFERENCE SELECTION PROCESS:**

A hiring preference is extended to eligible and qualified applicants in the order listed below. It is essential you accurately describe your status in your application, failure to do so may result in a determination that you are not eligible for a hiring preference.

**HIRING PREFERENCE ORDER**

1. Appointment Eligible Family Member (AEFM) / U.S. citizen Eligible Family Member (USEFM) who is a preference-eligible U.S. Veteran\*
2. AEFM / USEFM
3. Foreign Service (FS) on Leave without Pay (LWOP) and Civil Service (CS) with reemployment rights \*\*

\* IMPORTANT: US citizen Eligible Family Member (USEFM) 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") preferably Member Copy 4, Letter from Veterans' Affairs which indicates the present existence of a service-connected disability, 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 FS employees on LWOP and CS with re-employment rights back to their agency or bureau.

For complete definitions of AEFM, USEFM, EFM, Member of Household, etc., please visit the [3 FAM 7210 Definitions](#).

**ADDITIONAL EMPLOYMENT CONSIDERATIONS**

The following apply to EFM, USEFM, and AEFM only:

- Current employees who used a hiring preference to gain employment who are within their first 90 calendar days of employment are not eligible. This does not apply when the hiring mechanism is TEMP or the work schedule is intermittent or irregular.
- Candidates with a hiring preference who have already accepted a conditional offer of employment may NOT be extended a second conditional offer of employment unless and until they withdraw their candidacy for the first position in writing.

The following apply to Locally Employed (LE) staff only:

- Current employees serving a probationary period are not eligible.
- Current employees with an Overall Summary Rating of Needs Improvement, Unsatisfactory, or an MBC score of less than 100 points on their most recent Employee Performance Report are not eligible.

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**How to Apply**

**How to Apply:** Click the "Apply to This Vacancy" button at the top of the page to begin your application. For an instructional video on how to apply click [here](#).

Please address all relevant experience, education, language skills (including English), and job related skills or requirements in your application.

You may edit your application any time before the vacancy closing date. If you fail to submit a complete application by the vacancy closing date of this vacancy, then your application may be disqualified for this position.

For a copy of the complete position description, please contact the HR Office.

To request a reasonable accommodation, please contact the HR Office.

**Required Documents:** *Please upload all applicable documents to your application. If you fail to submit a complete application, then your application may be disqualified for this position.*

**All Applicants:**

- Residency Permit (if applicable)
- Work Permit (if applicable)
- University Degree (if applicable)
- University Transcript (if applicable)
- Language Scores (if applicable)
- Certificate (if applicable)
- Professional License (if applicable)
- Resume/CV (if applicable)

**In addition, Eligible Family Member (EFM) Applicants must submit:**

- Copy of Sponsor's Travel Orders/Assignment Notification (or equivalent)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

**Next Steps:** The HR Office will contact successful applicants. For more information on applying for jobs or employment with us, please visit the Tri-Mission Vienna website [Tri-Mission Vienna Job Openings](#).

Thank you for your application and your interest in working with us.

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