

The U.S. Consulate General in Sao Paulo is seeking an individual for the position of Agricultural Assistant in the Agricultural Trade Office.

Note: All ordinarily Residents (OR) applicants must have the required work and/or residency permits at the time of application to be eligible for consideration. The Mission does not sponsor work permits.

Position: Agricultural Assistant
Opening date: Thursday, February 26, 2015
Closing date: Wednesday, March 11, 2015
Work hours: *Full-time; 40 hours/week*
Starting Salary Range: R\$44.316,00 to R\$55.396,00 p.a.

Basic Function of Position

The incumbent will be responsible for performing a variety of duties such as research for commodity reporting, in support of marketing activities; planning, implementation and evaluation of activities under USDA's Market Access Program and Foreign Market Development Program.

Major Duties of the position:

1. **Research** – Will include research assistance for the preparation of commodity and market reports prepared by the Agricultural and Marketing Specialists (position numbers N02-1515-FAS and C05-1517-FAS), as well as reports on “hot topics”. Regular reports that the Agricultural Assistant will support include those on the Citrus, Coffee, Sugar, and Bio Fuels sectors as well as reports on Brazilian import requirements and market conditions. The incumbent is expected to the point where he/she is able to prepare draft market briefs independently. Agricultural Assistant will also help prepare reports on emerging issues (e.g. on agricultural economics, logistics, finance and market opportunities). Responsible for keeping office presentations updated.

Overall time spent - **40%**.

2. **Business and Visitor Assistance** – Providing information and assistance including routine enquires by U.S. companies and USG contacts. Will also include providing logistical/technical support (e.g. scheduling and accompanying visitors on meetings, trips) for private sector and official visitors as well as supporting U.S – Brazil exchange and cooperation programs (e.g. Cochran Fellows and International Visitor). Under the direct supervision of the ATO Director and guidance of the Agricultural and Marketing Specialists, incumbent will provide support for many U.S. companies seeking to do business in Brazil for the first times.

Overall time spent – **20%**

3. **Logistics and Promotional Activities** – Including event planning and organization, updating content for web page and visits to trade shows, as well as assistance in development of budget and annual marketing plans and review of cooperator plans. Incumbent is responsible for planning details of promotional events on behalf of the ATO or private groups. Given a fixed budget, the Agricultural Assistant will be in charge of developing a programming proposal for the ATO Director's approval, evaluate and recommend selection for location staffing, program, graphics contracting, and other logistics as applicable.

Overall time spent – **20%**

4. **Technical Assistance** – Incumbent is in charge of the office files on computer system maintenance and systems management. Will have primary responsibility for contacting USDA or Consulate IT staff in the event of a computer problem.

Overall time spent – 10%

5. **Other Responsibilities as Assigned** – 10%

Qualifications Required

Items 1-5 are all required.

Notes:

- 1) Applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so will result in disqualification of your application.
- 2) Applicants are required to submit their applications or resumes in English.

1) Education:

College or university degree in Agriculture, Economics, or Business Administration is required.

2) Experience:

Experience in an office, working in the area of Agriculture, Economics or Marketing, including Agribusiness related fields is required.

3) Language (These may be tested):

- Level III (Good Working Knowledge) reading, writing and speaking in English is required.
- Level IV (Fluent) reading, writing and speaking in Portuguese is required.

4) Knowledge (This may be tested):

Knowledge of Agricultural Economics and/ or Marketing and Business procedures.

5) Skills and Abilities (These may be tested):

- Ability to develop and maintain contacts in the agriculture, food processing, retail, and import sectors.
- Ability to work with Microsoft Office applications.

Submit application to

Email: recrutamentosaopaulo@state.gov with vacancy title **Agricultural Assistant**.

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