A career in the Civil Service is a unique opportunity to help Americans abroad and represent America to the world. From improving trade opportunities for U.S. businesses, to monitoring human rights issues, to providing management supervision, you can use your skills in a Civil Service career to directly impact foreign policy issues or uphold the business practices and processes involved in supporting the U.S. Department of State's diplomatic efforts.

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**FOREIGN AFFAIRS**
Advises on, administers and manages programs, supervises, performs research on and prepares professional and scientific work, in the formulation and execution of foreign policy, including the disbursement of information and policy initiatives impacting international relations.

**HUMAN RESOURCES**
Manages, supervises, advises on, or delivers human resource management programs or services, including strategic human resource planning, workforce analyses, recruitment and selection processes, employee training, communications, and diversity initiatives.

**MANAGEMENT ANALYSIS**
Evaluates the effectiveness of Department programs and operations or the productivity and efficiency of the management of the U.S. Department of State. You will use performance measurement and management concepts and techniques to improve the accounting, budgeting, financial management, and human resources management processes and programs, and the applicable in-and-out metrics and benchmarks for assessing program development or execution and improving organizational effectiveness and efficiency.

**GENERAL ACCOUNTING AND ADMINISTRATION**
Manages, operates or performs financial or administrative work concerned with the preparation, presentation, analysis, and interpretation of financial or other reports or statements. You may also advise on, supervise, or manage programs, projects, or projects involving the processing of information or conducting research, testing, or development projects.

**LEGAL COUNSEL**
Prepares cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; renders legal advice and services with respect to questions, regulations, practices, or other matters falling within the Department’s purview.

**BUDGET ADMINISTRATION**
Perform, advise on or supervise work in any of the phases of budget administration when such work requires knowledge and skill in applying budget-related laws, regulations, policies, procedures, and techniques.

**FOREIGN LANGUAGE / PROFESSIONAL TRAINING**
Advises on, administers and manages programs, supervises, performs research or other professional and scientific work, in the formulation and direction of foreign policy, including the disbursement of information and policy initiatives impacting international relations.

**FOREIGN AFFAIRS MANAGER**
Aids in the development and implementation of foreign policy and international relations programs, both at the Department of State and in the United States. You will advise on, supervise, or manage programs, projects, or projects involving the processing of information or conducting research, testing, or development projects.

**MANAGEMENT ANALYSIS MANAGER**
Evaluates the effectiveness of Department programs and operations or the productivity and efficiency of the management of the U.S. Department of State. You will use performance measurement and management concepts and techniques to improve the accounting, budgeting, financial management, and human resources management processes and programs, and the applicable in-and-out metrics and benchmarks for assessing program development or execution and improving organizational effectiveness and efficiency.

**GENERAL ACCOUNTING AND ADMINISTRATION MANAGER**
Manages, operates or performs financial or administrative work concerned with the preparation, presentation, analysis, and interpretation of financial or other reports or statements. You may also advise on, supervise, or manage programs, projects, or projects involving the processing of information or conducting research, testing, or development projects.

**LEGAL COUNSEL MANAGER**
Prepares cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; renders legal advice and services with respect to questions, regulations, practices, or other matters falling within the Department’s purview.

**BUDGET ADMINISTRATION MANAGER**
Perform, advise on or supervise work in any of the phases of budget administration when such work requires knowledge and skill in applying budget-related laws, regulations, policies, procedures, and techniques.

**FOREIGN LANGUAGE / PROFESSIONAL TRAINING MANAGER**
Advises on, administers and manages programs, supervises, performs research or other professional and scientific work, in the formulation and direction of foreign policy, including the disbursement of information and policy initiatives impacting international relations.