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## FOREIGN SERVICE SPECIALIST CAREER TRACKS

The U.S. Department of State offers career opportunities to professionals in specialized functions needed to meet Foreign Service responsibilities around the world. As members of the Foreign Service, Specialists provide important technical, management, healthcare, and administrative services at one of more than 270 posts overseas, in Washington, D.C., and elsewhere in the United States.

In total, there are 19 different specialist jobs that are grouped into several categories. Click on the specific categories to learn about the different positions within each.

### ADMINISTRATION

Click on one of the positions below to get more career information and job availability.

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### FINANCIAL MANAGEMENT OFFICER

Financial Management Officers develop budgets and financial plans, control obligations and expenditures, prepare and audit payment vouchers, administer payroll plans, approve salary and allowance payments and monitor cash operations.

### GENERAL SERVICES OFFICER

General Services Officers manage physical resources and logistical functions to include procurement and contracting, warehouse operations, inventory/property, leasing services, travel and transportation, motor pool and vehicle maintenance, space management and supervision of staff.

### HUMAN RESOURCES OFFICER

Human Resources Officers are responsible for recruitment, employee training and development, performance management, employee relations, salary and benefits administration, employee policies and procedures and position classification.

### OFFICE MANAGEMENT SPECIALIST

Office Management Specialists manage, lead, and perform a wide range of administrative and operational support functions to facilitate the efficiency and effectiveness of the organization.

## BUILDING CONSTRUCTION, OPERATIONS AND MAINTENANCE

Click on one of the positions below to get more career information and job availability.



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### CONSTRUCTION ENGINEER

Construction Engineers oversee all aspects of new construction and major renovation of U.S. diplomatic facilities around the world.

### FACILITY MANAGER

Facility Managers are the professional facilities, technical, and operations experts at our Embassies and Consulates throughout the world ensuring that diplomatic staff work and live in safe, secure, functional, and resilient facilities.

## INFORMATION TECHNOLOGY

Click on one of the positions below to get more career information and job availability.

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### DIPLOMATIC TECHNOLOGY OFFICER

Diplomatic Technology Officers apply technology solutions to the business of diplomacy, utilizing IT skills in IT system administration, cybersecurity, business analytics, network engineering, and project management. They manage and operate worldwide IT infrastructure, including PC local and wide area networks, telecommunication systems, and telephone and UHF/VHF programs.

## EDUCATIONAL AND CULTURAL AFFAIRS

Click on one of the positions below to get more career information and job availability.



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### REGIONAL ENGLISH LANGUAGE OFFICER

Regional English Language Officers work with U.S. embassies and consulates to develop long-term English language programming strategic plans. They develop sustained partnerships with English language professionals, encourage their membership in a mutually supportive global network, support their professional growth, and enhance their ability to influence positively the lives of their students.

### REGIONAL PUBLIC ENGAGEMENT SPECIALIST

Regional Public Engagement Specialists counsel Mission Officials on effective information program resources and services, assess staff needs, carry out regional training programs, demonstrate and promote U.S. electronic information resources, and establish contacts with host country information and library institutions.

## LAW ENFORCEMENT AND SECURITY

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### DIPLOMATIC COURIER

Diplomatic Couriers travel throughout the far reaches of the world to ensure the safe and secure transfer of diplomatic pouches containing classified and sensitive materials. It is not unusual for pouch shipments to contain thousands of pounds of equipment and construction materials bound for sensitive posts. With travel and independence highlighting their careers, Diplomatic Couriers accept the challenges as well as the benefits of serving under all kinds of conditions.

### SECURITY ENGINEERING OFFICER

Security Engineering Officers provide technical security support and engineering expertise to protect U.S. Foreign Service posts overseas and in domestic locations. Responsibilities include working with all aspects of security systems – from design, development and analysis to installation and testing. Security Engineering Officers conduct security assessments for U.S. overseas missions, conduct technical surveillance countermeasure inspections, implement computer security measures, and support dignitary travel.

### SECURITY TECHNICAL SPECIALIST

Security Technical Specialists provide support and assist in worldwide technical security programs which provide protection for U.S. Department of State facilities and personnel from technical espionage, acts of terrorism, and crime. Their work is incredibly varied – managing projects and people, supporting dignitary travel, exploring the use of new technology, and installing, maintaining, and repairing a vast array of complex technical security equipment.

### DIPLOMATIC SECURITY SPECIAL AGENT

DS Special Agents are sworn federal law enforcement officers and specially trained Foreign Service security professionals. While serving overseas as a Regional Security Officer, a DS Special Agent advises the U.S. Ambassador on all security matters and manages a complex range of security programs designed to protect personnel, facilities, and information. DS Special Agents protect the U.S. Secretary of State and visiting foreign dignitaries, investigate passport and visa fraud, and conduct personnel security investigations.

## MEDICAL AND HEALTH

*The U.S. Department of State provides a 10% recruitment and retention bonus for all Medical Specialist positions. The recruitment bonus is given at the time of hire and after one year of service all Medical Specialists are eligible for the annual 10% retention incentive.*

Click on one of the positions below to get more career information and job availability.



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### MEDICAL PROVIDER (MP – NP/PA)

Our certified Family Nurse Practitioners or Physician Assistants provide primary, acute and emergency care to U.S. government employees and their eligible family members abroad. Medical Providers spend about 80 percent of their careers abroad, generally in austere or remote countries and relocate every 2-4 years. Medical Providers receive AMA PRA Category 1 credits each year through Department of State-sponsored CME programs.

### REGIONAL MEDICAL LABORATORY SCIENTIST

Regional Medical Laboratory Scientists provide invaluable support to medical units for U.S. government medical specialists, employees, and eligible family members. Responsibilities include managing laboratories at assigned posts in a given region, providing technical consulting and performing competency assessments, evaluating quality assurance, and implementing health/safety programs for laboratories and post populations. Regional Medical Laboratory Scientists receive continuing education credits by attending national laboratory CME programs each year.

### REGIONAL MEDICAL OFFICER

These board-certified physicians provide primary medical, acute and emergency care to U.S. government employees and their eligible family members abroad. Regional Medical Officers are required to travel throughout assigned regions. Benefits include an annual Physicians Comparability Allowance (PCA) of \$14,000 to \$30,000. Regional Medical Officers also receive AMA PRA Category 1 credits each year through Department of State-sponsored CME programs.

### REGIONAL MEDICAL OFFICER/PSYCHIATRIST

Regional Medical Officers/Psychiatrists are board-certified and provide primary psychiatric care to U.S. government employees and their eligible family members abroad. Regional Medical Officers/Psychiatrists are required to travel extensively throughout assigned regions. Benefits include an annual Physicians Comparability Allowance (PCA) of \$14,000 to \$30,000. Regional Medical Officers/ Psychiatrists also receive continuing education credits each year through Department of State-sponsored CME programs.

