



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

15-014

VACANCY ANNOUNCEMENT - JEDDAH

1/28/2015

OPEN TO	ALL INTERESTED APPLICANTS
POSITION	CONSULAR ASSISTANT (SUPERVISORY ACS ASSISTANT) FSN-09, POSITION # 100001
OPENING DATE	WEDNESDAY, JANUARY 28, 2015
CLOSING DATE	WEDNESDAY, FEBRUARY 11, 2015 @ 1700 HRS (Local Saudi time)
WORK HOURS	FULL-TIME; 40 HOURS/WEEK
SALARY	* ORDINARILY RESIDENT: POSITION GRADE: FSN-09, SR 130,789 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES) * NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-05, \$ 50,883 PER YEAR. - SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM - FINAL HIRING GRADE/ SALARY DETERMINATION WILL BE APPROVED BY WASHINGTON. - U.S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY

NOTE:

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.
- ELIGIBLE FAMILY MEMBERS (EFMs): INTERESTED APPLICANTS MUST BE WITHIN 60 DAYS OF SCHEDULED ARRIVAL AT POST FROM THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT TO RECEIVE CONSIDERATION BECAUSE OF THE URGENT REQUIREMENT TO FILL THIS POSITION.
- EFMs MUST HAVE AT LEAST ONE YEAR REMAINING ON THEIR SPONSORING EMPLOYEE'S TOUR OF DUTY FROM THE EFM'S HIRING DATE.
- CURRENTLY EMPLOYED U.S. CITIZEN EFMS WHO HOLD A FAMILY MEMBER APPOINTMENT (FMA) ARE INELIGIBLE TO APPLY FOR ADVERTISED POSITIONS WITHIN THE FIRST 90 CALENDAR DAYS OF THAT APPOINTMENT.
- CURRENTLY EMPLOYED NORS HIRED UNDER A PERSONAL SERVICES AGREEMENT (PSA) ARE INELIGIBLE TO APPLY FOR ADVERTISED POSITIONS WITHIN THE FIRST 90

CALENDAR DAYS OF THAT APPOINTMENT UNLESS CURRENTLY HIRED INTO A POSITION WITH A WHEN ACTUALLY EMPLOYED (WAE) WORK SCHEDULE.

- **CURRENT LE STAFF EMPLOYEES OF THE MISSION APPLYING FOR VACANT POSITION ANNOUNCEMENTS MUST HAVE SERVED A MINIMUM OF TWELVE (12) MONTHS IN THEIR CURRENT POSITION IN ORDER TO BE CONSIDERED FOR ANY VACANT POSITION.**

BASIC FUNCTION OF THE POSITION

The incumbent, as a recognized expert, is responsible for handling all aspects of special consular functions, advising the consular officer and providing technical guidance to other employees when requested to do so. Handles child custody cases in accordance with the Memorandum of Understanding between Saudi Arabia and the United States. Incumbent is also the point person in death cases, coordinating with the Saudi sponsors on all matters regarding the deaths and estates of U.S. citizens. Handles all arrest cases, coordinates with law enforcement and prison officials for prisoner access. Provides assistance in accordance with prevailing law and regulations to U.S. citizens experiencing a wide variety of welfare, labor and protection problems.

REQUIRED QUALIFICATIONS

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **Education:** Completion of secondary school with at least two (2) years of college studies required (Total of 14 years of education).
2. **Experience:** Three (3) years progressively responsible consular experience in work involving the application of relatively complex materials such as local law/administrative/regulations and extensive public contacts.
3. **Language Requirements:** Level IV in English and Arabic (Fluent - speaking, reading & writing) required. Skills will be tested.
4. **Knowledge:** Detailed familiarity of the organization and function of the Government of Saudi Arabia concerning child custody/abduction issues, deaths, arrests, labor issues and the judicial system and law enforcement. Knowledge of the U.S. Government regulations and practices as they relate to judicial matters, court system and law enforcement; knowledge of Department of State regulations pertaining to children's issues, arrests, deaths, estates, citizenship and judicial system
5. **Other Skills:** Excellent judgment in determining how to best deal with all aspects of various cases that come to ACS attention; sensitivity and compassion in dealing with distressed or bereaved persons; ability to explain complex regulations regarding SCS matters; ability to cultivate and maintain U.S. and Saudi Arabian contacts at all levels and the ability to coordinate with them to accomplish consular goals; ability to make sound decisions quickly; skill in drafting clear and concise reports; basic typing and WP.

SELECTION PROCESS

When equally qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed U.S. citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
3. EFMs must have at least one year remaining on their sponsoring employee's tour of duty from the EFM's hiring date.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
6. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following and incomplete applications will not be considered

1. Application for U.S. Federal Employment DS-174
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi identity/iqama card and work permit.
5. Any other documentation (e.g. copy of essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION AND ALL DOCUMENTS AS A SINGLE FILE IN PDF FORMAT TO:

HRORiyadh@state.gov

DEFINITIONS*

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, step-children and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including step-parents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the

employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,

- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: WEDNESDAY, FEBRUARY 11, 2015
@ 1700 HRS (Local Saudi time)**

The U.S. Mission in Saudi Arabia 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.