



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

14-116

VACANCY ANNOUNCEMENT - JEDDAH

10/29/2014

OPEN TO	ALL INTERESTED CANDIDATES
POSITION	HUMAN RESOURCES ASSISTANT POSITION NO: 100228 FSN-08 (FULL PERFORMANCE LEVEL) OR FSN-07 (TRAINEE LEVEL)
OPENING DATE	WEDNESDAY, OCTOBER 29, 2014
CLOSING DATE	WEDNESDAY, NOVEMBER 12, 2014 @ 1700 HRS (local Saudi time)
WORK HOURS	FULL-TIME: 40 HOURS/WEEK
SALARY	<p>* ORDINARILY RESIDENT: POSITION GRADE - FULL PERFORMANCE LEVEL FSN-08, SR. 90,664 (ANNUAL BASIC SALARY EXCLUDING ALLOWANCES) - TRAINEE LEVEL FSN-07 SR 78,285 (ANNUAL BASIC SALARY EXCLUDING ALLOWANCES)</p> <p>* NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: - FULL PERFORMANCE LEVEL FP-06, US\$ 45,038 PER ANNUM - TRAINEE LEVEL FP-07, US\$ 40,262 PER ANNUM</p> <p>*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</p>

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.

- **EFORMS MUST HAVE AT LEAST ONE YEAR REMAINING ON THEIR SPONSORING EMPLOYEE'S TOUR OF DUTY FROM THE EFORM'S HIRING DATE.**
- **CURRENTLY EMPLOYED U.S. CITIZEN EFORMS 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 POSITION

Under the direct supervision of Senior Human Resources Assistant and general supervision of the Management Officer, the incumbent performs full range of personnel duties in connection with the processing of personnel actions, PSA/ORE contracts, EER's and maintenance of records and files for Locally Employed (LE) staff and PSA employees. Incumbent will also provide assistance to LE staff, PSA, ORE concerning matters relating to all aspects of HR, advertises and screens applications for job vacancies and performs other duties as assigned by his Supervisor.

QUALIFICATIONS REQUIRED

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

1. **Education:** Completion of College Degree in Business Administration, HR or related field.
NOTE: Substituting Experience for Education- A Bachelor's degree may be substituted with total 7 years of relevant experience and two years of college for full performance level; and 6 years of experience for trainee level.
2. **Experience:**
Full Performance Level: Three to Five (3 to 5) years of general work experience in Human Resources, administrative or a closely related field.
Trainee Level: Two to Three (2- 3) years of general work experience in Human Resources, administrative or a closely related field.
3. **Language Requirements:** English and Arabic Level IV (Fluent - speaking/writing/reading) is required.
4. **Knowledge:** Required familiarization of DOS 3 FAM for personnel. Must have knowledge of LE staff handbook. Must also keep abreast of current administrative notices both locally and from the Embassy. Must also be familiar with the host country personnel regulations and

rules and Foreign Ministry regulations, requirements and processes. Must be familiar with local law.

5. **Skills & Abilities:** Conflict resolution ability is a must. Must have excellent inter-personal and communication skills. Ability to deal on constant basis with resolving problems related to HR areas as leave accrual, Passport and Iqama issuance, visa requirements and forms, retirement and severance pays. Must have good organizational skills and ability to resolve time sensitive issues. Must have excellent PC skills.

SELECTION PROCESS

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) 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. EFM's 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 PDF ATTACHMENT

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, stepchildren 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 stepparents 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, NOVEMBER 12, 2014
@ 1700 HOURS (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.