

U.S. Embassy Rabat ✧ Human Resources Office
Vacancy Announcement

SECURITY LOGISTICS TECHNICIAN

Announcement Number: 11-22

OPEN TO: Appointment Eligible Family Members (EFMs) – All Agencies
(*See definition on last page*)

POSITION: SECURITY LOGISTICS TECHNICIAN

OPENING DATE: Thursday, June 2, 2011

CLOSING DATE: Thursday, June 16, 2011

WORK HOURS: Full-time, 40 hours/week

SALARY: *Not-Ordinarily Resident: \$35,753 p.a. (Starting Salary based on 40 hours)
(Position Grade: FP-8 following confirmation by Washington)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Rabat is seeking an individual for the Security Logistics Technician position.

BASIC FUNCTION OF POSITION:

The incumbent serves as the logistician in charge of inventory and stock at the Engineering Security Office (ESO) in Rabat. S/he maintains the ESO Maintenance Management System (CMMS) database, performs inventory reconciliation, and maintains the warehouse stock.

QUALIFICATIONS REQUIRED

NOTE: *All applicants must meet all qualifications and provide supporting documentation for each criterion below*

Education: High School diploma or equivalent is required.

Experience: Prior logistical and administrative experience is required.

Language: Level 4 (Fluency) in English is required.

Knowledge:

--Must possess a solid understanding of computer software.

--Knowledge of USG procurement practices is required.

Skills and Abilities:

-Must be familiar with Microsoft suite.

-Must be skilled in the use of basic mathematics.

-Ability to obtain a secret security clearance is required.

SELECTION PROCESS

When equally qualified, US Citizen EFMs and US Veterans will be given preference. Therefore, it is essential that the candidate 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. 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.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
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 their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions. A waiver to this requirement by the employee and cleared by the American supervisor must be submitted to the Human Resources Officer for approval prior to applying for a position.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment, DS-174 form.
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: Human Resources Office
Attention: Vacancy Announcement 11-22
Address: 2 Avenue Mohamed El Fassi (ex-Marrakech), Rabat
- b) By e-mail: RecruitmentRabat@state.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

***DEFINITIONS**

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

- US 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;

- 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.

3. 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, 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 US Citizen.

4. 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 US Social Security Number (SSN).

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

5. Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The US Mission in Morocco 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 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.

BASIC FUNCTION OF POSITION: The incumbent of this position will be the logistician in charge of inventory and stock for ESO Rabat. ESO Rabat has a staff of two full-time positions to manage physical and technical security at Rabat and Casablanca.

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Maintains the Computerized Maintenance Management System (CMMS) database and coordinates with headquarters to ensure compatibility.
- B. Inputs and updates property accountability data collected from within the applicable service area into CMMS. This includes tracking, verification and coordination with CMMS central operations concerning the movement of inventory items.
- C. Processes reports pertaining to ordering, shipping and receiving as required by the CMMS inventory verification system.
- D. Physically receives and ships all incoming/outgoing equipment and supplies. Incumbent must be able to lift packages weighing up to 50 pounds.
- E. Assists Security Engineering Officer (SEO) in the preparation and submission of the annual inventory reconciliation report for all posts within the area of responsibility.
- F. Prepares requisitions for goods and services from Facilities/ GSO Procurement section and follows-up on procurement actions.
- G. Assists ESO personnel as necessary.

DESIRED QUALIFICATIONS:

- I. **Education:** High School diploma or equivalent required.
- II. **Prior Work Experience:** Prior logistical and administrative experience strongly recommended.
- III. **Post Entry Training:** Will receive on-the-job training from the ESC and may be required to attend some formal training as directed by the OIC/ESO.
- IV. **Knowledge:** Must possess a solid understanding of computer software. Knowledge of USG procurement practices.
- V. **Abilities and Skills:** Must be familiar with the following software: Microsoft Word, Excel, Outlook and Access. Must be skilled in the use of basic mathematics.

- VI. **Security Clearance**: The RSO has deemed this a sensitive position and a Secret clearance is required.
- VII. **Physical Demands**: Must be capable of lifting 50 pounds.

POSITION ELEMENTS:

- A. **Supervision Received**: Incumbent will report directly to the OIC/ESO. Must be able to work with minimal supervision and make job related decisions when an appropriate decision making officer is not at post.
- B. **Available Guidelines**: Diplomatic Security Guidelines, State Department Regulations.
- C. **Exercise of Judgment**: Must be resourceful and demonstrate initiative. Must be meticulous and conscientious.
- D. **Complexity**: Work conditions are sometimes variable; flexibility in coping with multiple demands is required. Occasional adjustments of working hours may be requested.
- E. **Authority to make Commitments**: None
- F. **Supervision Exercised**: None