American Embassy, Manama ✧ Human Resources Office

JOB VACANCY ANNOUNCEMENT
CUSTOMS EXPEDITER

Announcement Number: 14-09

OPEN TO: All Interested Candidates/All Sources

POSITION: **Customs Expediter** (Position Number 100281)

OPENING DATE: Tuesday, February 11, 2014

CLOSING DATE: Tuesday, February 25, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Based on a full-time, 40-hour work week*

NOTE: **ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions* below) MUST BE IN POSSESSION OF BAHRAINI GOVERNMENT WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION TO BE ELIGIBLE FOR CONSIDERATION.**

- For persons Ordinarily Resident (OR*) in Bahrain: BD 7,514/year (BD 626.166) starting salary, including allowances (position grade **FSN-06**).

- For Appointment Eligible Family Members (AEFMs*) and persons Not Ordinarily Resident (NOR*) in Bahrain: Position grade FP-08; salary is in U.S. Dollars based on the U.S. pay plan. See the HR section for more details.

BENEFITS FOR (OR) EMPLOYEES: Excellent working conditions; 5-day workweek; annual pay for performance increase; premier worldwide medical insurance coverage for employee and family; annual leave; 22 holidays per year (American and Bahraini); optional retirement plan; ample opportunity for on-line/classroom training and professional development; sponsorship for employee and immediate family upon employment.

The American Embassy in Manama is seeking a candidate for employment as a Customs Expediter in the General Services Office (GSO).

BASIC FUNCTION OF THE POSITION

Serves as the Embassy's liaison with local government officials, customs and shipping authorities implementing rules, regulations, and procedures involving personal and official shipments. Responsible for all Shipping & Transportation functions pertaining to incoming and outgoing personal effects and official U.S. Government supplies /equipment /cargo for the Mission. Performs shipping and customs related work pertaining to pets and vehicles. Acts independently and uses sound judgment. Incumbent reports to the Shipping Assistant in the GSO section.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office, extension 2937, Sunday through Thursday.

QUALIFICATIONS REQUIRED

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item as well as provide the necessary documentation (such as copy of high school diploma, degree or driver's license, residence permit).

1. Education: Completion of secondary school (high school) is required.

2. Experience: At least two to three years of experience as an International Shipping Agent and/or customs clearing agent is required.

3. Language: Level 3 (good working knowledge) English (will be tested) and Arabic (will be tested) is required.

4. Knowledge: Excellent knowledge of host government regulations governing the preparation of documentations, customs exceptions, importation and exportation permits and other paperwork for the shipment of private and U.S. Government property is required.

5. Abilities & Skills: Aptitude to fully understand and implement Department of State logistical systems (ILMS Transportation Lite) within the first 30 days is required. Capable of safely lifting 70 pounds (approx. 31 kilos). Good typing skills and proficiency in Microsoft Office suite (Excel, Word, Powerpoint) are required. Ability to draft well written official documents in English is required. A valid Bahraini driver's license and Customs Clearing license is required. Ability to learn Department of State regulations (FAM, FAH) within 2-4 months.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs*) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to Post. A candidate must meet all the aforementioned criteria to be considered.

ADDITIONAL SELECTION CRITERIA

1. Must be able to pass a pre-employment medical examination, and must be able to obtain and maintain the appropriate security certification.
2. Current employees serving a probationary period are not eligible to apply.
3. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
4. 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.
5. 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 their employment.
6. Current “not ordinarily resident employees” hired under a Personal Services Agreement 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.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Documentation (e.g., secondary school diploma, residence permit, certificates, driver’s license, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
2. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
Current resume or curriculum vitae that provides the same information found on the UAE (Appendix A); or
Combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant’s work experience attached as a separate sheet.
3. (If applicable) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. (If applicable) List any family members who are currently employed at the Embassy. Any omission of this requirement, either intentional or accidental, may be grounds for dismissal.

5. (If applicable) Applicants who claim EFM or MOH* status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality and name and employing section/agency of their sponsoring family member.
6. Application must be received by the closing date specified on the announcement. Applications received after this date will not be considered.
7. Applications are **only** accepted in English. Certifications written in other languages need to be translated in English.

SUBMIT APPLICATION TO
E-mail:
ManamaHRO@state.gov **(subject line: "VA 14-09")**
-OR-
Postal Address:
Human Resources Office
Attention: Vacancy Announcement # 14-09
U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain
-OR-
Fax #: 00973-17-242-807

*** DEFINITIONS**

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.
All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

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 General Service (GS) or Foreign Schedule (FS) salary schedule, not under the Local Compensation Plan (LCP).

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,
– Spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
– Listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., 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 (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

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/ domestic partner 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/ domestic partner, 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/ domestic partner, 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.

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.

Member of Household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed abroad at a U.S. Foreign Service post/ mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority. 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 eligible family member. A MOH does not have to be a U.S. Citizen.

CLOSING DATE FOR THIS POSITION IS TUESDAY FEBRUARY 25, 2014

American Embassy Manama maintains a drug-free workplace.

The U.S. Mission in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards 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 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.

Cleared: RHRO: EEustaquio; GSO: JYamamura

APPENDIX A

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

A. Position Title
B. Position Grade
C. Vacancy Announcement Number (if known)
D. Dates Available for Work
E. First, Middle, & Last Names as well as any other names used
F. Current Address, Day, Evening, and Cell phone numbers
G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
H. U.S. Social Security Number and/or Identification Number
I. Eligibility to work in the country (Yes or No)
J. Special OR Reasonable Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
L. Days available to work
M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
N. U.S. Eligible Family Member and Veterans Hiring Preference
O. Education
P. License, Skills, Training, Membership, & Recognition
Q. Language Skills
R. Work Experience
S. References
T. Residence Permit