



American Embassy, Manama ✧ Human Resources Office

JOB VACANCY ANNOUNCEMENT

Mail & Pouch Assistant

Announcement Number: 14-34

=

- OPEN TO:** All interested Candidates – All sources
- POSITION:** **Mail & Pouch Assistant** (Position Number 97023023)
- OPENING DATE:** Sunday, November 17, 2014
- CLOSING DATE:** Until Filled (*Applications will be reviewed upon receipt by HR*)
- WORK HOURS:** Part-time/30hrs per week
- SALARY:** Position Grade **FP-09**
– For AEFMs*: FP-08 or USD \$32,177 per annum
– For NORs*: FP-08 or USD \$27,705 per annum
Salary is in US Dollars. See the HR section for more details.

The American Embassy in Manama is seeking candidates for employment as the Mail & Pouch Assistant for the Management office.

BASIC FUNCTION OF THE POSITION

The incumbent is a part-time (30hrs per week) employee and reports directly to the Information Programs Officer (IPO). The basic functions provide mail and pouch service to the Mission which includes: sorting incoming and outgoing mail and pouch, daily delivery and pick up of mail from Navy Support Activity (NSA), from local post office and from front gate; provide interoffice mail distribution, newspaper delivery, break down, scan, and account for mail/pouch items. Incumbent must be able to lift items weighing up to 70 pounds without assistance and will use a computer with Microsoft Operating System and software.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office, extension 2927 **ONLY** between 3:00pm – 4:00pm daily, 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).

- 1. Education:** Completion of secondary (high) school is required.
- 2. Experience:** One (1) year of mailroom, shipping or other customer service experience is required. Must be able to use a computer with Microsoft Operating System, software programs manipulate databases and spreadsheets, perform word processing and correspond by email.
- 3. Language:** Level 3 English (proficient), written and spoken is required.

4. Knowledge: Must have knowledge of mail handling procedures, basic knowledge of the principles of customer care and knowledge of MS Office Suites.

5. Abilities & Skills: Ability to work with multiple mail systems (USPS, Royal Mail, Unclassified Diplomatic Pouch and Fleet Post Office) operations is required. Reliability and accuracy in performing postal services in a pressured environment, good time management skills and ability to meet deadlines are required. Tact and diplomacy in contacts with officials and customers is required. Ability to lift 70 pounds is required. Must organize and prioritize work effectively. Must be able to work well in a team environment.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs*) and U.S. Veterans will be given preference. 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 selected.

ADDITIONAL SELECTION CRITERIA

1. Applicants must be U.S. citizens.
2. Must be able to obtain and maintain the appropriate security certification.
3. Current employees serving a probationary period are not eligible to apply.
4. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
5. 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.
6. 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.
7. 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, 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 in this area, 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 for consideration.

SUBMIT APPLICATION TO

E-mail:

ManamaHRO@state.gov (subject line: "VA 14-34")

-OR-

Postal Address:

Human Resources Office

Attention: Vacancy Announcement # 14-34

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 – UNTIL FILLED
Applications will be reviewed upon receipt by HR.

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

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, (DS-174).

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