

U.S. Embassy Rabat ♦ Human Resources Office
Vacancy Announcement
PARTICIPANT TRAINING ASSISTANT (BUDGET)
ANNOUNCEMENT NUMBER: 11-23

OPEN TO: All Interested Candidates
POSITION: PARTICIPANT TRAINING ASSISTANT (BUDGET)
OPENING DATE: Tuesday, June 14, 2011
CLOSING DATE: Tuesday, June 28, 2011
WORK HOURS: Full-time, 40 hours/week
SALARY: *Not-Ordinary Resident: US\$ 37,351 p.a. (Starting Salary based on 40 hours)
(Position Grade: FP-07 following confirmation by Washington)
* Ordinarily Resident: Gross Salary DH 126,427 p.a. (Starting Salary based on 40 hours including allowances, competitive bonus and benefits package. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments)
(Position Grade: FSN-07)

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

The U.S. Embassy is seeking an individual for the position of Participant Training Assistant (Budget) with the Office of Security Cooperation (OSC).

BASIC FUNCTION OF POSITION: The incumbent assists with the daily and long term management of Military training Programs. S/he also assists with the daily and long term financial contract/analysis.

A copy of the complete position description listing all duties and responsibilities of the position is attached.

QUALIFICATIONS REQUIRED

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

Education: Bachelor of Art degree in Finance, accounting, Business Administration or related degree to perform budgetary requirements.

Experience: One year of budgetary or administrative experience is required.

Language: Level 4 (fluency) in English and French is required. Level 3 (Good working level) in Arabic is required.

Knowledge: A good understanding of Moroccan History, government, and culture is required.

Abilities and Skills:

- Ability to type and use Microsoft suite is required.
- Ability to perform international travel as needed for the job.
- Ability to administer briefings to prospective IMET, FMS, and CTFP candidates.
- Must possess a valid Moroccan Driver's License

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 11-23
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.



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

| | | |
|------------------------------------|--|--------------------------------------|
| 1. Post US EMBASSY RABAT | 2. Agency OFFICE OF SECURITY COOPERATION | 3a. Position Number 100642 |
|------------------------------------|--|--------------------------------------|

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission
 a. Redescription of duties: This position replaces
 (Position Number) 100642 (Title) TRAINING ASSISTANT (Series) FSN-4015 (Grade) 7
 b. New Position _____
 c. Other (explain) _____

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
|----------------------------------|---|----------|----------|-------------------|
| a. Post Classification Authority | MILITARY TRAINING PROGRAM AND OSC BUDGET ASSISTANT | 7 | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

6. Post Title Position (If different from official title) _____ 7. Name of Employee _____

8. Office/Section
 a. First Subdivision _____

b. Second Subdivision _____ c. Third Subdivision _____

9. This is a complete and accurate description of the duties and responsibilities of my position.

 Printed Name of Employee

 Signature of Employee _____ Date (mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

 Printed Name of Supervisor

 Signature of Supervisor _____ Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

 Printed Name of Chief or Agency Head

 Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

 Printed Name of Admin or Human Resources Officer

 Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)

13. Basic Function Of Position
ASSIST WITH DAILY AND LONGTERM MANAGEMENT OF MILITARY TRAINING PROGRAM AND ASSIST WITH DAILY AND LONGTERM FINANCIAL CONTROL/ANALYSIS.

14. Major Duties and Responsibilities _____ % of Time
- MILITARY TRAINING PROGRAM:**
- A. Assists in daily programming and implementation for all three Moroccan Armed Services for their IMET classes and FMS training. 15%
 - B. Assist with preparing International Travel Orders, submits security screening letters, visa paperwork, vetting, and other administrative requirements necessary for students to attend training in the United States. 15%
 - C. Administer briefings and debriefings to prospective IMET, FMS, and CTFP candidates. 10%
 - D. Assist with translation and interpretation in French, Arabic, and English; written and oral. 5%
 - E. Assist in any other duties as needed in OSC training office to include: driving, escorting, etc. 10%

(Continue on blank sheet) (See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Must have B.A. in finance, accounting, business administration, or related degree to perform budgetary requirements.

b. Prior Work Experience

One year of budgetary or administrative experience.

c. Post Entry Training

DISAM-O to be completed after hire.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

English Read, Write, Speak 4

French Read, Write, Speak 4

Arabic Read, Write, Speak 3

e. Job Knowledge

Understand Moroccan history, government, and culture.

f. Skills and Abilities

Skilled typist, computer literacy at a high level. Must be able to perform international travel as needed for job requirements.

16. Position Element

a. Supervision Received

Employee reports directly to IMET Training Manager. Employee's reviewer is OSC Deputy/Training and Programs Officer (USAF MAJ/O-4). In budget-related matters, employee reports to Budget Analyst.

b. Supervision Exercised

None.

c. Available Guidelines

Guidance provided by supervisors and applicable military/USG regulations.

d. Exercise of Judgment

Required and will be assessed.

e. Authority to Make Commitments

In absence of supervisors, employee will be empowered to make limited decisions for training. No budget authority.

f. Nature, Level, and Purpose of Contacts

Maintains contacts throughout Moroccan Armed Forces and must be able to maintain good relationships with OSC staff and families.

g. Time Expected to Reach Full Performance Level

One year.