



VACANCY ANNOUNCEMENT
HRM-750-FR-19

Issue Number: 01

Date: 03/10/2005



ANNOUNCEMENT NUMBER: 75

- OPEN TO:** All interested candidates.
- POSITION:** Protocol Manager LES-9⁽¹⁾; FP-5⁽²⁾
- OPENING DATE:** July 12, 2012
- CLOSING DATE:** July 26, 2012
- WORK HOURS:** Full-time; 40 hours/week.
- SALARY:** (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-9, step 1 is L.E 84,805.
- (2) Actual FP grade and salary will be determined by the US Department of State.

Notes: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

The US Embassy in Cairo is seeking an individual for the position of Protocol Manager for the Protocol Office.

BASIC FUNCTION OF POSITION

Oversees the protocol functions of the Embassy; plans and oversees receptions, dinners and other representational events on behalf of the Ambassador, the DCM and their spouses; develops thoughtful and thorough



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guest lists through coordination with all Mission elements; maintains up-to-date Mission contact database using the most current software technology; ensures that all visitors to the Embassy and the Ambassador's and DCM's residences are received warmly; advances the Mission goal of conveying warmth and friendship through the Ambassador's, DCM's and their spouses representational outreach; and assists the Ambassador's and DCM's office managers in arranging appointments and other representational outreach.

QUALIFICATIONS REQUIRED

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

1. University degree in Liberal Arts, Management, Business, Political, Economic, Finances, Journalism and/or Public Relations is required.
2. Five years of progressively responsible experience in socio-economic/political programming, Liberal Arts, Management, Business, Finances, Journalism, Public Relations and/or Protocol Work is required.
3. Complete fluency (level IV) in both written and spoken English and Arabic is required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) 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 employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold an FMA appointment are



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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.

TO APPLY

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

1. The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html>)

2. Candidates must provide in the application (DS-174) names of family members working in the Mission.

3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied.

4. (Optional): Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Neveen Elias or Lamiaa Hafez
US Embassy, Cairo
8, Kamal El Din Salah Street, Garden City
Email: cairojobs@state.gov



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DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US Citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a US Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for

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employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 26, 2012

The US Mission in Cairo 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.