

Vacancy Announcement



U.S. Embassy Iraq

NUMBER: 10-71

**SUBJECT:
Economic Assistant
(Energy and Petroleum)
LES-9**

DATE: 12-27-2010

TO: All Interested Applicants

FROM: Human Resources Office

POSITION: Economic Assistant (Energy and Petroleum), FSN-9; FP-5*

OPENING DATE: December 27, 2010

CLOSING DATE: January 10, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 29,900 USD p.a. (Starting Basic salary)
(Position Grade: FSN-9)

*Not-Ordinarily Resident (NOR): 50,043 USD p.a. (Starting Basic salary)
(Position Grade: FP-5)

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

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Economic Assistant (Energy and Petroleum)** in the Embassy **Economic Section**.

BASIC FUNCTION OF THE POSITION:

The position advises officers in the Energy and Infrastructure Team on issues related to oil and gas, electricity, energy infrastructure, energy security, and related Government of Iraq policy and to assist the Energy and Infrastructure Team in promoting USG policies with respect to Iraq's energy sector.

A copy of the complete description of all duties and responsibilities is available at:
<http://iraq.usembassy.gov/iraq/jobs.html>.

QUALIFICATIONS REQUIRED:

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

1. **Education:** Bachelor's Degree in engineering or Geology is required.

2. **Prior Work Experience:** Five years previous experience in energy sector with employment in the Iraqi private sector or government.
3. **Language Proficiency:** English Level III (Good Working Knowledge) Speaking/Reading/Writing and Arabic Level IV (Fluent) Speaking/Reading/Writing is required. (Candidates will be tested on their language skills).
4. **Knowledge:** Knowledge of engineering processes and production technology with respect to petroleum sector or electric power generation. Familiarity with oil-and-gas sector or power generation terminology and ability to conduct research in either sector. Background knowledge of Iraqi society, economic structures, and energy-related issues. Knowledge of U.S. foreign policy. Should understand influences and motivations of Iraqi counterparts in any given situation.
5. **Abilities and Skills:** Computer skills including internet proficiency and Microsoft programs such as Word, Excel, PowerPoint and translation software. Typing ability in Arabic and English. Skilled in planning and handling multiple tasks and projects with minimum supervision, working independently on day-to-day matters, experience in managing data. Ability to plan and manage daily work independently and exercise sound judgment. Skilled in interpersonal relations in order to work tactfully and effectively with a wide variety and level of contacts. Must be able to represent U.S. position accurately in meetings and discussions with official contacts.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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. 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.
4. 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.
5. 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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**

3. A 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; **plus**

4. 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.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

<http://iraq.usembassy.gov/media/2010-current-pdfs/uae-and-instructions.pdf>

E-mails received without the appropriate subject line will not be considered. Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: -10-71- Economic Assistant (Energy and Petroleum)

The Universal Application form is also available at the US Embassy Baghdad internet: <http://iraq.usembassy.gov/iraq/jobs.html>

CLOSING DATE FOR THIS POSITION: JANUARY 10, 2011

The US Mission in Baghdad 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.

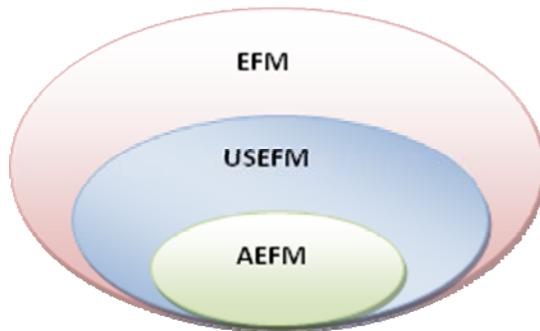
Approved: A/S/HRO/WG

Cleared: ECON/KCF

Drafted: HRA/AD

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US 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 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.

2. **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.

3. **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

4. **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 Local Compensation Plan (LCP).

Appendix B

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 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

Vacancy Announcement

U.S. Embassy, Iraq



Announcement Number: 10-71	SUBJECT: Economic Assistant (Energy & Petroleum) – FSN 9 Major duties and Responsibilities	Opening Date: 12-27-10 Closing Date: 01-10-11
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35% of time

Monitor developments in the energy sector (oil, gas and electricity), gathering information and conducting research through contacts and open sources. Inform supervisor and team members of upcoming issues and events of relevance in the sector including legislation, regulatory changes, and significant private sector activity.

35% of time

Establish and maintain contacts in key government and private sector organizations. Make appointments, accompanying as note taker and/or logistics coordinator. Inform officers of changes regarding key petroleum sector decision makers

20% of time

Assist in managing official visits. Support logistical arrangements, translation, scheduling and other requirements for visits and conferences.

10% of time

Support the relevant Working Groups under the Strategic Framework Agreement's Joint Coordination Committees for Economic and Energy Cooperation; and Services and Technology, including Oil and Gas Working Group, Electricity New Projects, and Electricity Services. Facilitate bilateral cooperation on energy issues.

