

# Vacancy Announcement



U.S. Embassy Iraq

<b>NUMBER: 11-16</b>	<b>SUBJECT: DISTRIBUTION CLERK FSN-4</b>	<b>DATE: 02-10-11</b>
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**OPEN TO:** All Interested Applicants/All Sources

**POSITION:** Distribution Clerk (FSN-4) (FP-AA)

**OPENING DATE:** February 10, 2011

**CLOSING DATE:** February 24, 2011

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** Ordinarily Resident (OR) 15,368.00 U.S. dollars p.a. starting salary FSN-4.

Not-Ordinarily Resident (NOR): \$24,518.00 USD p.a. starting salary FP-AA.

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

The U.S. Embassy in Baghdad is seeking an individual for the position of **Distribution Clerk** in the **Public Affairs Section**.

## **BASIC FUNCTION OF THE POSITION:**

The incumbent is expected to perform a variety of light clerical duties supporting the effective and efficient operation of the Public Affairs Section. These duties include the collection, inventory, storage, and distribution of Public Affairs publications and materials, along with managing the physical organization of a wide range of program materials. The incumbent will also serve as the mail clerk, collecting and distributing pouch mail, as well as inter-office mail, within the Public Affairs Section and other sections of the Embassy. Additional duties include scheduling weekly maintenance of the section's vehicles, maintaining adequate levels of and safe guarding office supplies, prepare work order requests for office equipment, collect DHL/FedEx mail as necessary, manage the forwarding of mail to departed staff and assist with any conference or press events as requested.

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

**1. Education:** Completion of secondary school.

**2. Prior Work Experience:** One (1) year experience providing clerical duties required.

**3. Language Proficiency:** English Level III (Good Working Knowledge) and Arabic Level III (Good Working Knowledge) is required. Ability to write and speak in both languages.

(Candidates will be tested on their language skills).

**4. Knowledge:** Must be able to lift moderately heavy items, operate office machinery, drive a vehicle and load materials safely, and have a good working knowledge of standard office procedures.

(Must have a valid drivers license)

**5. Abilities and Skills:** Must be able to take instruction, work with a group, complete tasks in a timely manner; take responsibility for regularly assigned tasks, keep track of supplies and materials and lift moderately heavy loads. Skills in Microsoft Word and Excel Programs are required.

**SELECTION PROCESS:** When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- 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.
- 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.
- 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.
- The candidate must be able to obtain and hold a security clearance certification.

**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 U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. 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.

**The Universal Application form is available at the U.S. Embassy Baghdad internet:**

<http://iraq.usembassy.gov/iraq/jobs.html>

**SUBMIT APPLICATION TO:** [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov) E-mails received without the appropriate subject line will not be considered. Your e-mail must state the vacancy title and vacancy announcement number in the subject line and your Name (Last, First) example: 11-16 Distribution Clerk

**POINT OF CONTACT:** [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov)

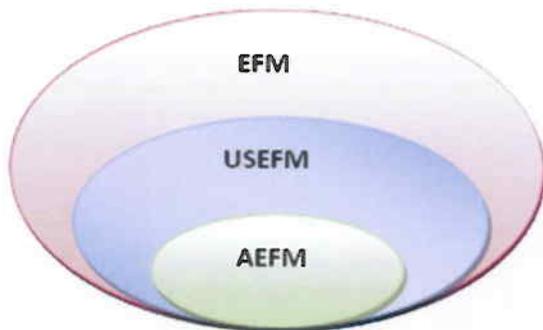
**CLOSING DATE FOR THIS POSITION: February 24, 2011**

**The U.S. 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.**

## Appendix A

### DEFINITIONS



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

1. **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 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. **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,
- 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 U.S. 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 U.S. 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 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.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. 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

Cleared: D/HRO: WDG  
Drafted: HRA: MJS

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U.S. Embassy, Iraq



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## Major Duties and Responsibilities

**70% of Time**

### Clerical Duties

Performs a variety of clerical duties including filing, light word processing, conducting physical inventory of supplies, equipment and public diplomacy materials, organizing materials maintained in storage areas, and shredding defunct documents.

Receives, sorts, collects and dispatches all postal and pouch mail.

Operates office equipment such as copiers, printers and digital senders. Assembles, copies, and distributes program materials. Keeps all equipment, including the shredder supplied with basic requirements for continued, trouble-free operation, including toner, ink, oil and paper; and arranges for service when needed.

Prepares and processes, if requested, procurement requests, service requests, mailing labels, business cards, and other administrative forms as necessary to support public diplomacy programs.

Maintains inventory and proper storage of office supplies. Replenishes supplies when the quantities fall below established levels needed for optimal operation of the office. Obtains supplies needed for special projects and programs as required.

Updates internal phone list and warden list.

**15% of Time**

### Program Duties

Provides unclassified messenger and delivery services for Public Affairs, running errands on and off the Embassy compound.

Working under the direction of the Office Management Specialist, is tasked with organizing and executing programs, events or visitor, provides assistance with all aspects of program preparation and follow up, to include, but not limited to pre-event set up; post event clean up; picking up food and other supplies.

**15% of Time**

**Section Support**

Arranges for the dispatch, service, cleaning. Maintains the Public Affairs Section in an orderly, uncluttered manner.