

Vacancy Announcement

for

U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN 11-49

OPEN TO: Third Country Nationals Only

POSITION: Shipping Assistant; FSN-7

OPENING DATE: June 27, 2011

CLOSING DATE: July 10 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: \$22,539 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Shipping Assistant in the General Services Office (GSO) of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

Incumbent is a FSN Assistant Supervisor of the GSO Customs and Shipping section. He/She reports directly to the FSN Shipping Supervisor and the American GSO Deputy (D/GSO). Directs all work relating to incoming and outgoing shipments for all Diplomatic personal property shipments and for all USG official shipments. Incumbent works with 4 other GSO Shipping FSN's who perform shipping and customs work. Other duties include advising D/GSO and other American officers on matters relating to other special projects involving the Government of Iraq (GOI) Ministry of Foreign Affairs (MFA), Customs and Ministry of Transportation (MOT) offices.

The Universal Application Form, TCN program benefits and FAQs can be found at:

http://iraq.usembassy.gov/hr_tcns.html

QUALIFICATIONS REQUIRED

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

1. Completion of Secondary school is required.
2. Two years of progressively responsible experience in customs and shipping work, with 1 of those years associated with U.S. Government.
3. Language requirements include level III (Good Knowledge) in English is required.
4. Good working knowledge of 6-FAM and GOI customs laws and regulations.; good working knowledge of the organization of the mission and its associated agencies are required. Good working knowledge of DOD regulations governing shipments involving DOD personnel is also required. Good knowledge of Microsoft Windows, Outlook, Word, Excel and Access systems critical to the overall operations of the Shipping unit is required.
5. Strong managerial, supervisory and organizational skills are essential. Strong communications and service-oriented interpersonal skills are required, Ability to work under pressure; ability to set priorities, coordinate a variety of work assignments and meet time-sensitive deadlines is required. Good drafting skills, including preparation of briefing memos, letters and cables. Good knowledge of key shipping personnel in neighboring countries, U.S. Dispatch Agents, Main State transportation personnel, ELSO staff, and various U.S. military installations is required. Ability to develop contacts within the Ministry of Foreign Affairs (Protocol division), Iraqi Customs Authority, Ministry of Transportation, and Ministry of Health and Ministry of Communication is essential in order to carry out duties within this portfolio. Must be tactful and possess sound judgment and be able to identify and resolve thorny issues in a timely manner.

SELECTION PROCESS

It is essential candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:

TCNISUAmman@state.gov

FOR INQUIRIES PLEASE EMAIL: TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

Closing Date for this Vacancy Announcement: July 10, 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.

Approved: AMEveritt, ISU/HRO

Cleared: GAnderson, Embassy Baghdad, GSO

Drafted: LAbdulahdi ISU/HR

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- 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. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

Shipping Assistant Capsule Position Description, FSN-7

On a daily basis incumbent assists the Shipping Supervisor in delegating work assignments to the shipping personnel, sets priorities and adjusts assignments as needed to meeting shifting priorities, projected workload, and established deadlines. He/She prepares all necessary documentation and logistical support for the customs clearance and delivery of all inbound shipments. This involves close contact with freight forwarders, Embassy contractors, Iraqi Customs Authority, Embassy sections, Embassy expediter and employees' UAB shipments. Arranges appropriate logistical support for the deliveries and ensures a speedy release from the port so as to ensure that storage charges are kept at a minimum. Incumbent handles the daily correspondences, follow up of all inbound / outbound official shipments, ensures shipping documents are received on time; shipping documents comply with the Iraqi customs law and are submitted to Iraqi authorities. Handles also inbound and outbound sea freight shipments, coordinates with ISU-Kuwait, contractors and trucking companies regarding clearance requirements.