

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-199**

**SUBJECT:
SHIPPING CLERK, FSN-06,
ONE (1) VACANCY – ERBIL (ANKAWA
COMPOUND)**

**DATE:
12/11/2011**

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Shipping Clerk, FSN-6; FP-8*

OPENING DATE: December 11, 2011

CLOSING DATE: December 25, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 28,173 USD p.a. (Starting Basic salary)
(Position Grade: FSN-6)

*Not-Ordinarily Resident (NOR): 35,753 USD p.a. (Starting Basic salary)
(Position Grade: FP-8)

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 **Shipping Clerk** in the General Services Office in Erbil (Ankawa Compound). The position will help support the Erbil Diplomatic Service Center (EDSC).

BASIC FUNCTION OF THE POSITION

Incumbent is mainly responsible for the clearance of official shipments into the Iraqi Kurdistan Region (IKR). S/he is responsible for all incoming/outgoing shipments, and maintains up-to-date filing system of all shipments. Liases with government, non-government, private and commercial transport companies. Assists supervisor in identifying goods, services and resources using most cost and time effective methods available for transportation, packing, re-packing, deliver/receipt of shipment on behalf of the EDSC. Incumbent follows up with the shipping company on delivery deadline and dates. Incumbent is responsible for the drafting of all diplomatic notes needed to clear shipments through customs and security checkpoints in the IKR. Incumbent works closely with GSO to coordinate movement of all official US shipments.

On a daily basis incumbent will check the status of all known shipments arriving in the IKR with both end users and local shipping companies. Upon learning of shipments to the IKR the incumbent will draft diplomatic notes and other correspondence to the appropriate authorities to ensure shipments arrive in timely manner. Upon completion of processing s/he will arrange final delivery details, when necessary, with the end user.

For shipments to other parts of Iraq the incumbent will, where needed, select most effective method (cost and time) to transport shipments throughout Iraq.

Incumbent will use current contracts and Blanket Purchase Agreements (BPAs) when making separate arrangements for onward delivery and will seek the best price while adhering to needed delivery schedules.

If a shipment needs to be re-sorted or re-packed for delivery to various locations the incumbent will make necessary arrangements with one of the BPA contractors.

Correspondences and filing

Incumbent responsible for maintaining files of all out going shipment correspondences, POD "Proof of Delivery" for reference in the future. Incumbent responsible for drafting, delivering and maintaining official files and correspondence with IKR, other government, local government and private companies pertaining to customs and shipping. Incumbent prepares all required logistical, customs and shipping documentation required for transport, delivery and receipt of goods and services in Erbil on behalf of the U.S. Mission. Incumbent will act as an official escort to accompany official visitors, shipments and deliveries for the EDSC to/from various security checkpoints in Iraq. Liaise with various local and non-local contractors and vendors on status of truckers, drivers, etc. S/he will assist transportation companies in finding "escort" companies when needed.

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. One year minimum as expeditor, shipping, customs or related position is required.
3. Level III (Good Working Knowledge) Speaking/Reading/Writing English and Kurdish is required. **(Language proficiency will be tested)**
4. Good knowledge of general office procedures. A thorough knowledge of cargo and shipping procedures and the IKR customs laws and regulations is essential for this position. Incumbent must be familiar with Iraqi shipping and forwarding companies and have a general knowledge of insurance procedures. Excellent skills in using Microsoft Word, Windows, Excel and Access systems are essential for tracking invoices.
5. Strong organizational skill and ability to prioritize tasks in order to coordinate various important tasks the same day. Must be skilled in interpersonal relations in order to interface efficiently with various contacts including customers, vendors, the end users at the destination, the trucking company, the Receiving Clerk, and local IKR officials at many levels.

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 candidates 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 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.
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 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.

SUBMIT APPLICATION TO:

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

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

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

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, example: VA 11-199 Shipping Clerk in Erbil (Ankawa Compound)

CLOSING DATE FOR THIS POSITION: December 25, 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.

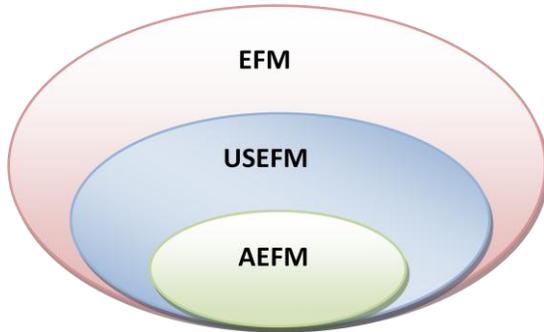
Approved: A/SHRO/WG

Cleared : IRM/ES

Drafted : HRA/HS

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, and 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.

5. **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.

6. **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