

Vacancy Announcement

for

U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN 11-14

OPEN TO: Third Country Nationals Only

POSITION: Supervisory Receiving Clerk; FSN-7

OPENING DATE: January 16, 2011

CLOSING DATE: January 29, 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 Supervisory Receiving Clerk in the General Services Office of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

Under the direct supervision of the Supply Supervisor, the incumbent supervises the five (5) LES Receiving Clerks. The incumbent receives, inspects, stores and issues expendable and non-expendable property and supplies.

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 (high) school is required.
2. Prior work experience of no less than two (2) years in warehousing or supply operations with at least one (1) year supervisory experience are required.
3. Language requirements include level II (limited knowledge) in English and level IV (Fluency) in Arabic are required.
4. Thorough knowledge of business practices, especially in regard to delivery, shipping, and retail operations; thorough understanding of receiving, inventory, and inspection procedures are required. Must have a good working knowledge of the Department State and associated agency regulations, policies, procedures which apply to receiving.
5. Efficient in team work; working with Warehouse and Receiving customers effectively and politely and must have supervisory skills. Must be able to prioritize work, work under pressure and be able to meet deadlines. Also, must be able to handle emergency situations. Incumbent must have good computer skills, especially in the area in MS Excel spreadsheets. Have the ability to use Procurement Systems Application and to drive hand truck, platform truck.

SELECTION PROCESS

It is essential that 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: January 29, 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: GLAnderson S/GSO

Drafted: LAbdulhadi 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

Supervisory Receiving Clerk Capsule Position Description FSN - 7

The incumbent is responsible for receiving items in accordance with 14 FAM 413.1-6. This includes, but is not limited to: inspecting any incoming items, tracking paper work, moving and storing property correctly, supervising warehousemen, and affixing barcodes to non-expendable property. The position holder supervises the operation and specifically, five (5) clerks in the receiving section of the warehouse, assigns and manages workflow, and lastly, assures that the assigned work is completed correctly and timely. The incumbent compiles, prepares, types and signs (as receiving agent) receiving reports, which show partial, complete, and/or final action (using Department of State Info Form Application). The incumbent creates and maintains comprehensive logs (manual and computerized logs using Excel) and files of open and closed purchase orders, contracts, cables, shipping documents, and other applicable documents. Lastly, the incumbent contacts customers from all levels to notify of receipt and arrange for delivery or pickup of items; ensures these schedules are met in a timely fashion.