



VACANCY ANNOUNCEMENT

American Embassy Baghdad Employee Association

ANNOUNCEMENT NUMBER 14-03

MAY 1, 2014

Open to: All Interested Candidates Ordinarily Resident* in Iraq
Position: Administrative Clerk
Opening Date: May 5, 2014
Closing Date: May 19, 2014
Work Hours: Full time: 40 hours/week
Salary Range: \$18,000 - \$24,000 per annum (depending on experience)

The American Embassy Baghdad Employee Association (AEBEA) is seeking an individual to fill the position of Administrative Clerk.

AEBEA is a non-profit volunteer organization that operates for the benefit of personnel working at U.S. Mission Iraq facilities in Iraq. Employees of AEBEA are not employees of the U.S. government.

BASIC FUNCTION OF THE POSITION:

The incumbent reports to the Association General Manager and supports general business activities by providing clerical and office management functions in support of the activities of the Association located at the Association's facilities at U.S. Embassy Baghdad. The incumbent is expected to provide clerical and customer service support for the AEBEA General Manager, as well as assist in data entry functions concerning logo merchandise, and in the management of the Association's concession agreements. The incumbent will assist in maintaining financial records, including day-to-day receipts, monthly financial reports.

QUALIFICATIONS REQUIRED:

1. At least two years of college, or 2 years of comparable clerical experience.
2. Level III (Good working knowledge) Speaking/Reading/Writing English is required.
3. Good knowledge of inventory control and/or merchandizing, office management and data entry.
4. Good customer service and public relations skills are required.
5. Good time management skills, organizational skills, and MS Office skills, especially MS Excel, are required. Ability to learn new computer software as needed is required.
6. Ability to work as part of a team.

SELECTION PROCESS:

1. The Board of Directors, with the General Manager will review applications.

2. AEBEA management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Locally employed staff currently working with U.S. Mission Iraq are eligible to apply.
4. U.S. citizen eligible family members (EFMs) are **not** eligible to apply.
5. Persons with Special Immigrant Visa (SIV) and refugee applications pending or who are immigrant visa recipients are **not** eligible to apply.
6. Persons who are ordinarily resident* in Iraq may apply; AEBEA does not provide any housing, meal or housing allowances or travel allowances for travel outside of Iraq unless on official business for AEBEA.

***Ordinarily Resident** – 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.

TO APPLY:

Interested candidates for this position must submit the following for consideration:

1. A cover letter summarizing your qualifications and interest in this position;
2. A resume or CV detailing your employment and academic history;
3. A copy of your passport (if available) and Jinsiya;
4. Any other documentation (essays, letters, certificates, etc.) that address the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO:

Interested applicants must submit their application via email to: AEBEABaghdad@state.gov.

The email must state the vacancy title and announcement number in the subject line, example: Administrative Clerk, 14-02. Incomplete applications or applications received after the deadline will not be considered. **Phone calls will not be accepted.**

CLOSING DATE FOR THIS POSITION: May 19, 2014.

AEBEA 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.