Vacancy Announcement

U.S. Embassy Baghdad

ANNOUNCEMENT NUMBER: 14-40	SUBJECT: Shipping & Customs Clerk FSN-6; FP-8* BAGHDAD	DATE: 11/25/2014

OPEN TO: **All Interested Candidates/All Sources**

FROM: **Human Resources Office**

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

OPENING DATE: **November 25, 2014**

CLOSING DATE: **Open Until Filled**

WORK HOURS: Full time: 40 hours/week

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

*Not-Ordinarily Resident (NOR): 35,993 USD p.a. (Starting Basic salary)
(Position Grade: FP-8)

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 to fill the position of Shipping and Customs Clerk in the General Services Office (GSO).

BASIC FUNCTION OF THE POSITION:
Incumbent is responsible for preparation of customs clearance paperwork for official United States Government (USG) shipments into and out of Iraq, including incoming and outgoing Unaccompanied Air Freight, government-owned vehicles and all furnishings and supplies. In addition, incumbent maintains an up-to-date filing system of all shipments. Incumbent also conducts daily follow-up inquiries with local commercial transportation companies (Paxton, Move One, DHL, GFS, etc.) and for new shipment preparations. Incumbent also coordinates movements within Iraq between the Embassy and the consulate generals and other sites. Incumbent follows up with the shipping company on delivery deadlines and dates. Incumbent works closely with the GSO Warehouse receiving person in order to deliver all incoming shipments that are addressed to other U. S. Mission sites in Iraq.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office and can be obtained by contacting us at BaghdadJobs@state.gov

* **See definitions for Ordinarily Resident (OR) and Not-Ordinarily Resident (NOR) on page 5.**

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 is required.

2. EXPERIENCE: One year of clerical experience related to customs or shipping field is required.

3. LANGUAGE: Level III (Good Working Knowledge) Reading/Writing/Speaking of English and Arabic is required (language proficiency will be tested).

4. KNOWLEDGE: Incumbent must have good knowledge of general office procedures. A thorough knowledge of cargo and shipping procedures and the Government of Iraq (GOI) 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 knowledge of MS Office Suite is essential for tracking invoices.

5. ABILITIES & SKILLS: A strong organizational skills and ability to prioritize tasks in order to coordinate various important tasks the same day is required. Incumbent 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 companies, the receiving clerks and the shipping supervisor. The incumbent must be able to perform manual work such as repacking pallets or large shipments to get them ready for pick up or lifting and carrying them to the post office. Ability and willingness to perform outdoor work especially during the summer time is 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:
1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current Locally Employed Staff (LE Staff) are not eligible to apply for advertised positions within the first year of their employment.

3. Current Locally Employed Staff (LE Staff) serving a probationary period are not eligible to apply.

4. 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.

5. 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 (Does not apply to AIP Posts).

6. 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.

7. Special Immigrant Visa (SIV) and Refugee Visa recipients are ineligible for employment with the U.S. Mission in Iraq because it is incompatible with immigration guidelines as stated in U.S. Mission Policy Number 011-038 dated November 16, 2011.

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);

2. Copy of your passport (if available) and Jinsiya; **plus**

3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

4. 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 emailing it to BaghdadJobs@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 and incomplete applications will not be considered.

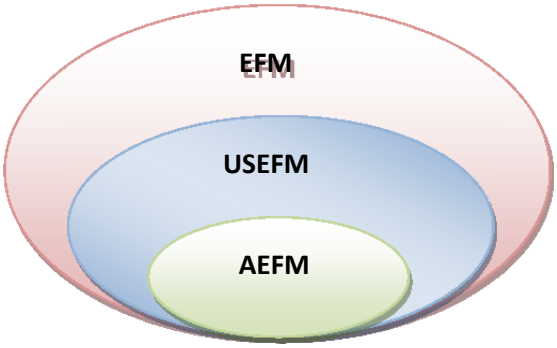
Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: VA 14-40, Shipping & Customs Clerk, FSN-6, Baghdad

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.

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, 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.

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 US 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 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).

POSITION NO: 100902