



# U. S. MISSION

## Vacancy Announcement

### Riyadh – Jeddah - Dhahran

11-63

VACANCY ANNOUNCEMENT - JEDDAH

06/13/2011

OPEN TO	ALL INTERESTED APPLICANTS
POSITION	MAINTENANCE FOREMAN FSN-07 (FULL PERFORMANCE LEVEL), POSITION # 100198
OPENING DATE	MONDAY, JUNE 13, 2011
CLOSING DATE	MONDAY, JUNE 27, 2011
WORK HOURS	FULL-TIME; 40 HOURS/WEEK
SALARY	* ORDINARILY RESIDENT: POSITION GRADE: FSN-07, SR.67,030 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).  *NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP- 07, US\$ 39,994 PER ANNUM. --GRADE DETERMINATION WILL BE APPROVED BY WASHINGTON. --U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.

**NOTE:**

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.
- ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/ SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.
- INTERVIEWS AND PRACTICAL SKILLS TESTS WILL ONLY BE CONDUCTED IN JEDDAH.

**BASIC FUNCTION OF POSITION**

Incumbent reports directly to the Maintenance Supervisor. Coordinates and supervises the work of seven tradesmen engaged in performing scheduled preventive maintenance, and unscheduled work requests on government owned structures and residences. Works with the Maintenance Supervisor to ensure work requests are properly closed out in the WebPASS

WOW system. Assists the Facility Manager and the Maintenance Supervisor in conducting Annual Facility Inspections. Ensure work is performed in accordance with building codes and safety standards.

### **QUALIFICATIONS REQUIRED**

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

1. **Education**: Completion of High School is required. Must have completed Vocational Training or an apprenticeship program recognized as producing journeyman level skills in one of the major maintenance trades, or have completed other specialized training recognized as pertinent to maintenance management.
2. **Experience**: Six years of progressive responsible experience in the maintenance area, including journeyman tradesman, Supervisory, and maintenance inspection or planning and estimating experience, is required.
3. **Language Requirements**: Level III (Good Working Knowledge) English and Arabic (Speaking/Reading/Writing) are required.
4. **Knowledge/Other Criteria**: Must have journeyman level knowledge and skills in one of the major maintenance trades and sufficient knowledge of overall maintenance operations sufficient to permit recognition of need for maintenance and repairs to protect buildings and equipment to estimate kind, amount, and cost of materials and labor needed for maintenance and repairs and to evaluate conformance to specifications and adequacy and quality of work.
5. **Other Skills**: Must have the ability to manage a multi-trades workforce, to devise work schedules and to provide technical supervision to assure an effective maintenance program. Must have a good communication and customer relation skills. Ability to use technical drawings and blueprints. Must be able to drive a motor vehicle and have a valid Saudi Driver's License.

### **SELECTION PROCESS**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates 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 applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi residence/work permit.
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

In person: Front Gate, U.S. Consulate General, Jeddah or

By Mail: Human Resources Office, P. O. Box 149, Jeddah 21411, Saudi Arabia

By e-mail: [JeddahHR@state.gov](mailto:JeddahHR@state.gov)

By Fax: 02-669-3075

## **POINT OF CONTACT**

Human Resources Office

Telephone: 02-667-0080 ext.4119

## **DEFINITIONS\***

**1. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

U.S. Citizen; and,

- EFM (see below) 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.

**2. EFM:** An individual related to a USG employee in one of the following ways:

- Spouse;
- 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.

**3. 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.

**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 U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. AEFM (Appointment Eligible Family Member):** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity or pension based on a career in the U.S. Civil; Foreign, or uniform services.

**6. Ordinarily Resident (OR):** 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.

EFMs without US Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

**CLOSING DATE: COB (1700 HRS) MONDAY, JUNE 27, 2011**

**PLEASE NOTE THAT SHORT LISTING AND INTERVIEWS ARE NORMALLY COMPLETED WITHIN FOUR WEEKS OF THE CLOSING DATE. PLEASE**

**ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL IF YOU HAVE NOT HEARD FROM US WITHIN FOUR WEEKS OF THE CLOSING DATE.**

The U.S. Mission in Saudi Arabia 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.

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**Drafted:** HR: SMRafi; PChakraborty

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**Approved:** MGT/C: ABarkley