American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 16-52

OPEN TO:	U.S. Citizen Eligible Family Members (USEFMs) ONLY – All agencies *(This position requires a Top Secret Clearance)*
POSITION:	Information Management Assistant
OPENING DATE:	April 12, 2016
CLOSING DATE:	Until Filled
WORK HOURS:	Full-time; 40 hours/week
SALARY:	EFM*: Position Grade: FP-07, Estimated Starting Salary: $41,206 *(All FP position grades are subject to determination by HR in Washington DC)*

ALL APPLICANTS MUST BE U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMs) TO BE ELIGIBLE FOR CONSIDERATION. DEFINITION OF USEFM IS PROVIDED LATER IN THIS ANNOUNCEMENT.

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The U.S. Embassy Amman is seeking an individual for the position of Information Management Assistant in the Information Resources Management (IRM) Office.

BASIC FUNCTION OF POSITION

Under the general direction of Information Management Officer (IMO), with reporting responsibility to the Information Program Officer and/or the Information Systems Officer as appropriate for specific projects, the incumbent of this position serves as the primary Classified SMART administrator. In addition, this position will assist in the administration of all computer networks managed by the Information Management (IM) sections and COMSEC accountability. The incumbent will also be assigned special projects as needed.

QUALIFICATIONS REQUIRED

Note: Items 1-5 are ALL REQUIRED. All applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **Education**: A Bachelor's Degree in Information Management, Information Technology, Management Information Systems, Computer Science or a related field is required. **Supporting documents (diploma) must be included in the application for eligibility purposes.**

2. **Experience**: At least three to five years of progressively responsible experience in an information management or information technology position that dealt with network operations and maintenance, application development, or website management and web development is required.

3. **Language**: Level 4 (fluent) English, both reading and speaking, is required. English proficiency will be tested.

4. **Knowledge**: Knowledge of various Mission offices and agencies in order to perform duties relating to coordination and collaboration is required. An understanding of and ability to learn all USG regulations, guidance and policy as it pertains to performing the duties of the job is required. Knowledge of the local area network hardware, software, infrastructure and information security as well as Microsoft network administration protocols in order to meet the network administration and customer support demands of the position is required. Expert knowledge Microsoft Office is required.

5. **Abilities & Skills**: Proven computer management skills and abilities, including experience working with Microsoft operating systems, Exchange servers, Active Directory and Microsoft Office applications are required. Network and desktop hardware installation and troubleshooting skills are required. Must be able to obtain and hold a Top Secret security clearance.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at ext. 7407.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

1. AEFM / USEFM who is a preference-eligible U.S. Veteran*
2. AEFM / USEFM
3. FS on LWOP**

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.
** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA

4. Only U.S. citizen EFMs* as defined by 3 FAM 8200 of U.S. Government employees assigned to post under Chief of Mission authority are eligible for consideration.
5. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
6. Current employees serving a probationary period are not eligible to apply.
7. Currently employed U.S. Citizen EFMs* who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
8. Currently employed NORs* hired under a Personal Services Agreement 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.
9. EFM* candidates must have at least nine months remaining at post from the closing date or they will not be considered.
10. EFMs* not yet at post must be within 90 days of their arrival in order to be considered.

11. The candidate must be able to obtain and hold a Top Secret security clearance.

TO APPLY

Applicants must submit the following to AmmanEmployment@State.gov to be considered. Please note "**VA 16-52, Information Management Assistant-USEFM**" in the subject line of the email. Failure to follow these instructions may result in a determination that the applicant is not qualified.

All application packages must include:

1. Universal Application for Employment (Form DS-174), also available from HR.
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, certificates, etc.)
3. Driver's license copy if applying for a position that requires driving a vehicle.
4. EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application. Definitions of EFM, USEFM, AEFM, etc., are below.
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference go to http://www.opm.gov/veterans/.
6. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location). Any omission in this area, either intentional or unintentional, is cause for dismissal.

DEFINITIONS

Eligible Family Member (EFM): an EFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen: **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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, **and**
- Listed on the travel orders or approved Form OF-126 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 or; **and**
- Is under chief of mission authority.

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders who do not meet all of these criteria are not EFMs for employment purposes.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen; **and**
- Spouse of same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 and resides at the sponsoring employee's post of assignment abroad, and is under chief of mission authority; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders who do not meet all of these criteria are not USEFMs for employment purposes.

Appointment Eligible Family Member (AEFM): an AEFM for employment purposes in an individual who meets all of the following criteria:

- US citizen; **and**

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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, **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad; **and**
- Does **not** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders who do not meet all of these criteria are not AEFMs for employment purposes

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct-hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; **and**
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved the COM; **and**
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-bother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad; **or**,
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**
- Has a U.S. Social Security Number (SSN); **and**
- Is **not** a citizen of the host country; **and**
- Does **not** ordinarily reside in the host country; **and**
- Is **not** subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; **or**
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; **and/or**
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: Until Filled

An Equal Opportunity Employer

The U.S. Mission in Jordan 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.