U.S. Embassy, Amman

Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 16-55

OPEN TO:	All Interested Candidates / All Sources
POSITION:	Political Specialist
OPENING DATE:	**April 14, 2016**
CLOSING DATE:	**April 28, 2016**
WORK HOURS:	Full-time; 40 hours/week
SALARY:	Ordinarily Resident (OR) in Jordan: FSN-11, JD 20,401, per year Not-Ordinarily Resident (NOR) in Jordan: FP-04 *Final grade/step for NORs will be determined by Washington.*
BENEFITS (OR*):	Excellent working conditions; pay for performance increases; premier medical insurance coverage for employee and family; 20 holidays per year (American and Jordanian); 13th and 14th month bonus; provident fund retirement plan; ample opportunity for on-line/ classroom training and personal development.
START DATE*:*	The selected candidate must be able to start work within four weeks of receipt of final security/medical clearances, or their candidacy may not be considered.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Definitions*) MUST HAVE THE REQUIRED JORDANIAN WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION, SUBJECT TO AND IN ACCORDANCE WITH LOCAL LABOR LAWS

- -

The U.S. Embassy Amman is seeking an individual for the position of Political Specialist in the Political Section (POL).

BASIC FUNCTION OF POSITION:

The individual will act as the primary analyst for domestic politics, to include parliamentary, governorate, and municipal affairs; government affairs; political reform and other political trends; political parties; and related subjects based on the needs of the section. The incumbent maintains daily contact with a wide array of interlocutors, including politicians, parliamentarians, political analysts, academics, think tanks, government officials, and political party leaders. The incumbent produces accurate and timely updates and analyses on political events; contributes to and drafts reporting cables; provides background and insight into Jordanian politics to Political Section staff, other sections, and the Front Office; maintains a detailed understanding of and can explain U.S. policy to local contacts. The incumbent exercises independent Judgment and

analysis to identify political trends of interest to the Mission and Washington. The incumbent suggests, arranges, and participates in meetings between Political Officers and Jordanian contacts, and conducts his/her own meetings as appropriate. The incumbent provides translation and interpretation upon request.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **Education**: Bachelor's degree in International Relations, Political Science, Social Sciences, Education, Law, Human Rights, Public Administration or related filed is required. **Supporting documents (B.A Degree) must be included in the application for eligibility purposes.**

   يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق

2. **Experience**: Five years of progressively responsible experience in political research and analysis on Jordanian domestic politics, report writing or similar field is required. Incumbent must have developed professional contacts in related fields.

3. **Language**: Level 4 in (*Fluent*) in English and Native Arabic proficiency is required. English proficiency will be tested.

4. **Knowledge**: A thorough knowledge of Jordanian internal politics and political institutions to include Parliament, the Government of Jordan, local governance, and political parties, as well as regional issues is required. An understanding of U.S. foreign policy in the region and the history of U.S.-Jordanian bilateral relations is required. Familiarity with the U.S. political system and major political events, both past and developing is required.

5. **Abilities & Skills**: Ability to conduct independent research; identify and cultivate senior and working level political contacts across a wide spectrum of Jordanian society; draft concise and analytical reports; articulate political events and trends in Jordan to a foreign audience; use Microsoft Office and the internet, including social media; work as a member of a team; demonstrate flexibility, efficiency, and collegiality is required.

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:

AEFM / USEFM who is a preference-eligible U.S. Veteran*
AEFM / USEFM
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:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR* employees serving a probationary period are not eligible to apply. Current OR* employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR* employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.
5. The candidate must be able to obtain and hold a local security clearance

HOW TO APPLY:

Applicants must submit the following documents to AmmanEmployment@State.gov to be considered. Failure to do so may result in a determination that the applicant is not qualified. Please note "**VA 16-55, Political Specialist**" in the subject line of the e-mail.

All application packages must include:

1. Universal Application for Employment (UAE) for U.S. Federal Employment DS-174 which is available on our website http://jordan.usembassy.gov/job_opportunities.html.
2. Any additional documentation that supports or addresses the requirements listed above. Education certificates must be included or the application will not be considered.
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.
5. 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.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission 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.

*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; **and**
- Is under chief of mission authority.

EFMs are generally considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP. Two Exceptions: (a) EFMs without a U.S. Social Security Number are considered OR and paid on the LCP; and (b) non-US citizen EFMs who are in the country of their birth/citizenship are considered OR and paid on the LCP.

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 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 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.

USEFMs are generally considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP. Two Exceptions: (a) USEFMs residing at an ISMA location are considered OR and are paid on the LCP; in this case, the USEFM would need to obtain his/her own residency and work permit as required by the host country; and (b) dual-national USEFMs who are in the country of their birth/citizenship may be considered OR and paid on the LCP depending on host country labor law.

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

- U.S. 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.

AEFMs are considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP.

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 by 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-brother, 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.

MOHs are hired on Personal Services Agreements (PSAs).

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.

NORs are compensated under the FS or GS salary schedule, not under the LCP.

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.

ORs (including U.S. citizen ORs) are compensated in accordance with the Local Compensation Plan (LCP). U.S. citizen ORs are entitled to a U.S. minimum wage supplement if their salary does not meet or exceed the current U.S. minimum wage.)