

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12 – 90
(Tentative & Temporary Opening not to exceed Three Months)

OPEN TO: Current Employees of the Mission

POSITION: Administrative Assistant, FSN-05*; FP-09*

OPENING DATE: August 23, 2012

CLOSING DATE: September 05, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-09)
*Ordinarily Resident: JD 6,764 p.a. (Position Grade: FSN-05)
(Trainee Starting Salary)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of Administrative Assistant in the General Service Office.

The incumbent serves as the administrative Assistant to the Supervisory General Services Officer (S/GSO) and assists three General Services Officers (A/GSO). Primarily responsible for performing a full range of clerical, procedural and administrative support functions for the General Services Office. The Incumbent manages the GSO office; performs the duties of Sub-Cashier, Webmaster, and time keeper for the General Services Office. Provides secretarial services, such as maintaining the S/GSO and the A/GSOs calendar, and reviews all documents requiring the signature of the S/GSO for accuracy and completeness.

QUALIFICATIONS REQUIRED

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

1. Completion of Secondary school is required. Supporting documentation (i.e., school certificate) must be included in the application for eligibility purposes.

2. Up to one of prior experience in office management, administration, secretarial and business related fields is required. Must be familiar with GSO operations.
3. Level 3 in English and level 3 in Arabic languages is required, English proficiency will be tested. A score of 605 on the TOEIC exam or 434 on the TOFEL exam is acceptable. Examination scores should have been recorded within the last six months.
4. Must have strong background in computer software applications, office management, and administration skills.
5. Must have a good working knowledge in MS Office application suite.

SELECTION PROCESS

When equally qualified, Eligible Family Members 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. 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.
4. 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 should submit the following:

1. Application for Federal Employment (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an (DS-174);
3. 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/>

4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Telephone: 5906000

Applications can also be submitted electronically through **AmmanEmployment@State.gov**

DEFINITIONS

1. **AEFM:** 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 U.S. 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 safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 5, 2012
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.