

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 11-10

OPEN TO: Appointment Eligible Family Members (EFMs) - (All Agencies)

POSITION: Access Control Coordinator (Security Assistant)

OPENING DATE: February 10, 2011

CLOSING DATE: February 23, 2011

WORK HOURS: One position (30 hours per week)

SALARY: *EFM: (Position Grade: FP-7)

The U.S. Embassy in Amman is seeking an individual for the Access Control Coordinator position in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

The incumbent will manage the RSO Access Control and Badge Programs. This includes verifying that all required administrative paperwork is completed and clearance information is verified to insure that the proper level of access is authorized. Issues Embassy badges and monitors the arrival and departures of personnel to make sure that all badges are issued/returned/destroyed in accordance with Department Policy. The incumbent will also manage the access code database; issuing and disabling codes as needed. He/she will approve/deny or modify visitor access, special project access and special events access requests as necessary in accordance with RSO policy.

QUALIFICATIONS REQUIRED

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

1. Successful Completion of High School is required.
2. Two years experience of administrative work or access control/badging technician experience is required.
3. Level 4 (fluent) reading/speaking English is required.
3. Must have basic knowledge of Embassy access procedures and excellent computer skills including the use of Word, Excel, Outlook, and other computer-based applications.
4. Must have the ability to work independently with oversight from the RSO supervisor.
5. Must be able to obtain and retain a Top Secret security clearance

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 US 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.
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.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Top Secret security clearance.

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 DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/> ; plus
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

Fax 593 1598

Applications can be submitted electronically through AmmanEmployment@state.gov.

DEFINITIONS:

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:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;
3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: January 23, 2011

The US Mission in Amman 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.