American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12-64

OPEN TO: All Interested Candidates

POSITION: Cashier, FSN-8, FP-6

OPENING DATE: June 14, 2012

CLOSING DATE: June 27, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *****Not-Ordinarily Resident: (Position Grade: FP-6)
*****Ordinarily Resident: JD 10,658 p.a. (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 to fill a Cashier position in the Financial Management Office.

BASIC FUNCTION OF POSITION

The incumbent will analyze cash flow to determine upcoming funding needs, pay all valid claims for reimbursement, and make sure all expenses have been authorized in accordance with post and department policy, and record all funds collected into the WinACS computer system and issue receipts. S/he will serve as liaison with the GFS (Global Financial Services) Bangkok, the USDO (Untied States Disbursing Officer) and the USDO depository bank, trouble shoot, coordinate and facilitate vendor and employee payments, prepare daily transmittals, maintain files and records in accordance with regulations/he will reconcile cash on hand bringing discrepancies to the attention of the supervisor and coordinate and perform cashier operations for VIP visits.

QUALIFICATIONS REQUIRED

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

1. Completion of Bachelors Degree in Finance, Business Administration, Accounting, Marketing, Management, Health Management, Administration,

Liberal Arts, Social and Behavioral Arts, or related field is required.
Supporting documentation (i.e., Tawjihi's certificate) must be included in the application for eligibility purposes.
يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق.

2. Two to Three years performing progressively responsible work in administration or an Embassy which includes dealing with money, technical/clerical with accounting, bookkeeping, banking, with at least one year performing cashiering/handling money work is required.

3. Level 4 in English and in Arabic is required. English proficiency will be tested. A score of 785 in TOEIC exam or 590 in TOFEL exam are accepted. Exam scores are valid for 6 months.

4. Ability to use computer, calculator and perform multiple functions concurrently is required. Must have excellent customer service skills.

5. Must have the ability to reconcile authorized accountability, maintain adequate funds and mange daily accountability by monitoring his/her cash flow and requesting cash replenishment checks within his/her authorized advance

SELECTION PROCESS

When equally qualified, U.S. 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. 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 or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171, DS-174)

2. A current resume or curriculum vitae that provides the same information as an DS-174; plus.

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: June 27, 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.