

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12 - 08

OPEN TO: US Citizen Eligible Family Members (USEFMs),
And US Citizen Members of Household (MOH) – All
Agencies

POSITION: Co-CLO Coordinator

OPENING DATE: January 26, 2012

CLOSING DATE: February 15, 2012

WORK HOURS: Job Share (2 positions) 20 to 32 hours per week each
(Number of hours to be determined based Mission Needs, funds availability and effective
Job Share balance.)

SALARY: *EFM: Position Grade FP-6* or FP-5**
(Position Grade to be determined and confirmed by
M/FLO Office in Washington)

**NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED
BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION
UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR
CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN
COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM
AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST**

The U.S. Embassy in Amman is seeking U.S. Citizens to apply for two positions as Co-CLO with each individual working 20 to 32 hours per week.

BASIC FUNCTION OF POSITION

The CLO Coordinator is responsible for a wide range of services to the Embassy community, aimed at maintaining and enhancing the well-being and morale of post personnel and their families. The CLO Coordinator position includes the following areas of responsibility:

MAJOR DUTIES AND RESPONSIBILITIES:

1. Welcome and Orientation: corresponds with newcomers before and after their arrival at post to ensure a smooth transition.
2. Community Liaison: serves as ex officio member of several boards and committees. Act as liaison with schools and various community organizations and the Family Liaison Office in Washington.
3. Events planning: coordinates community-wide events to help preserve American traditions and build community morale.
4. Information and Resource Management: oversees layout and coordinates contributions to the Embassy's weekly newsletter.
5. Family Member Employment: serves on family member employment committee and advocates for enhanced employment opportunities at post.
6. Education Liaison: serves as Embassy's point of contact with schools, coordinating closely especially with all new applications to Amman Community School and other schools in the region
7. Guidance and Referral: listens to individual's concerns and provides advice and referral to appropriate resources.
8. Crisis Management and Security Liaison: serves on Emergency Action Committee and coordinates with RSO and other offices to ensure that family members are provided timely, accurate information on security issues.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

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

1. At least two years of full time post secondary study at college or university is required.
2. 3 to 5 years of Administrative work experience and 1 year of supervisory experience is required
3. The incumbent must be available for CLO Training either Regional or in Washington, DC.
4. Level IV (fluency) Speaking/Reading/Writing English is required
5. Must be familiar with country, culture, geography, shopping and outside organizations.
6. Must be able to deal effectively with people at all levels of organization and understand the needs and concerns of everyone. Must have good computer skills (Publisher, Word, Excel, MS Outlook), publishing knowledge and organization skills.

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 the DS-174, and
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. 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/>.

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: February 15, 2012

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.