American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12 – 81

OPEN TO: All Interested Candidates

POSITION: Expeditor/Chauffeur, FSN-4, FP-AA

OPENING DATE: July 12, 2012

CLOSING DATE: July 25, 2012

WORK HOURS: Full-time; 48 hours/week

SALARY: *****Not-Ordinarily Resident: (Position Grade: FP-AA)
*****Ordinarily Resident: JD 6,649 p.a. (Position Grade: FSN-4)
(Full performance 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 two individuals to fill an Expeditor/Chauffeur position in the General Services Office/Motor Pool.

BASIC FUNCTION OF POSITION

The incumbent will operate passenger vehicles (armored vehicles) to transport VIP visitors, officials, temporary and permanent staff within the city and surrounding area, will be responsible for the security and safety of the staff and officials during the performance of duty. He/she will inspect vehicles daily to search for suspicious objects, maintain and clean vehicle and keep a record of trip made and mileage, work on rotational basis as required and respond to call for duty 24 hours/7 days a week, perform expeditor duties to clear VIPs, temporary staff, officials and goods through local airports, bridge crossing and borders, and distribute materials and invitations.

QUALIFICATIONS REQUIRED

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

Supporting documentation must be included in the application

1. Successful completion of secondary school (Tawjihi or Equivalent) is required. **Supporting documentation (i.e., Tawjihi's certificate) must be included in the application for eligibility purposes.** **يجب إرفاق صورة شهادة الدراسة المطلوبة مع طلب التوظيف.**

2. Two years of Chauffeur experience, delivery, or general work experience which includes driving as a majority part of the official duties and responsibilities with no accident history is required.

3. Level 2 in English and Arabic languages is required. English proficiency will be tested. A score of 405 on the TOEIC exam or 344 on the TOFEL exam is acceptable. Examination scores should have been recorded within the last six months.

4. Must have a valid Jordanian driving license level 4 (**Please include a copy of your driver's license with your application)**.

5. Ability to carry up to 30 Kg. and stand for periods in excess of 30 minutes is required.

6. General knowledge of expediting duties to clear VIP's and goods through airports and most expeditious routes around Amman and Jordan is required.

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 or the application will not be considered:

1. Application for U.S. 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
FAX: 5931598

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 permit 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: July 25, 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.