

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 11 - 06

OPEN TO: All Interested Candidates

POSITION: Travel Assistant, FSN-8; FP-6

OPENING DATE: July 21, 2011

CLOSING DATE: August 03, 2011

WORK HOURS: Full-time; 40 hours-week

SALARY: * Not-Ordinarily Resident: Position Grade: FP-6

* Ordinarily Resident: (Starting salary) JD 10,658
(Position Grade: FSN-8)

LENGTH OF HIRE: One year from the date of hire with possibility for renewal.

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

The U.S. Embassy Amman is seeking an individual for the position of a Travel Assistant in the Travel Office at the Iraq Support Unit.

BASIC FUNCTION OF POSITION:

The Travel Assistant at the Iraq Support Unit in Amman is responsible for providing full-range travel services to all DOS employees in Iraq, DOS contractors, and DOS LESs, TCNs, PRTs, USAID (switching between DOS and USAID systems) and Military Personnel serving the DOS offices. Support ITAO personnel serving the American Mission in Iraq. The Travel Assistant in the ISU also coordinates with different transit locations of employee travel such as Kuwait, Vienna, and Doha along with Intra Iraq locations. Incumbent is expected to be on call 24 hours when handling the duty phone at least once a month.

QUALIFICATIONS REQUIRED:

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

1. Completion of secondary school required is required.
2. At least three years working in an office management or administrative assistant capacity is required.
3. Level 3 in English and in Arabic is required. English proficiency will be tested. A score of 605 in the TOEIC exam or 434 in the TOFEL exam will be accepted. Exam scores are valid for 6 months.
4. Must be knowledgeable in making travel arrangements to include commercial air transportation, Special air transportation, charters, ground transportation from ISU resources and commercial sources, and hotel reservations.
5. Proficiency in office computer applications, such as Microsoft Outlook, Excel spreadsheets, Access databases.

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)
2. A current resume or curriculum vitae that provides the same information as a 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.
5. Applications can also be submitted electronically through AmmanEmployment@State.gov.

SUBMIT APPLICATION TO

Human Resources Office

Telephone: 5906000

FAX: 5931598

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: August 03, 2011

The US 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.