American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12 – 33

OPEN TO: **All Interested Candidates**

POSITION: Motor Pool Supervisor, FSN-9, FP-5

OPENING DATE: April 1, 2012

CLOSING DATE: April 14, 2012

WORK HOURS: Full-time; 48 hours/week

SALARY: *****Not-Ordinarily Resident: (Position Grade: FP-5)
*****Ordinarily Resident: JD 14,348 p.a. (Position Grade: FSN-9)
(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 an individual to fill The Motor Pool Supervisor position in the General Services Office/Motor Pool.

BASIC FUNCTION OF POSITION

The Motor Pool Supervisor supervises all Motor Pool operations. His/her duties include managing and reporting on $3.6 million of transportation assets, overseeing vehicle movements and maintenance, managing the Embassy's diesel fuel program and supervising 22 employees. Incumbent reports directly to the A/GSO.

QUALIFICATIONS REQUIRED

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

1. Two years of college or university studies in the Liberal Arts, Social and Behavioral Sciences, Public Administration, International Relations, Engineering, or Business Administration or other relevant related field. **Supporting documentation must be included in the application for eligibility purposes.**

2. 5 years of progressively responsible experience in logistics, transportation or other related field, of which at least 3 years should have been in a supervisory role is required.

3. Level 3 in English and level 4 Arabic languages are required. English proficiency will be tested. A score of 605 on the TOEIC exam or 434 on the TOFEL exam is acceptable. Examination scores should have been recorded within the last six months.

4. Excellent customer service skills and computer skills in Microsoft Office Suite including MS Word, MS Excel & MS Outlook are required.

5. Must possess a Level 3 Jordanian driver's license.

6. Must possess strong supervisory and management abilities; must be able to work independently; must have attention to detail; must have excellent presentation skills and the ability to conduct training; excellent interpersonal skills.

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 provide 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: 5906718

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 safe haven abroad, or alternate safe haven 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: April 14, 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.