

# American Embassy, Amman

# Vacancy Announcement

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**VACANCY - ANNOUNCEMENT NUMBER: 11- 40**

**OPEN TO:** Appointment Eligible Family Members (AEFMs) – All Agencies

**POSITION:** Security Escort

**OPENING DATE:** June 30, 2011

**CLOSING DATE:** July 13, 2011

**WORK HOURS:** 20 hours per work week based on available funding

**SALARY:** \*EFM: (Position Grade: **FP-9** )

**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 US 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 individuals for the position of Security Escort.

## **BASIC FUNCTION OF POSITION:**

The incumbent will assist and support Facility Maintenance on all Facility Maintenance related activities at the Embassy compound. Incumbent will provide security oversight to Embassy FSN employees, contractors, vendors and cleaning services. Furthermore, escort duties will also support RSO to include assistance in purchasing protocol for CAA when purchasing items locally. Incumbent will perform basic clerical duties, housing inspections for cleanliness, monitor pack-outs, and assist in visits and representational events.

## **QUALIFICATIONS REQUIRED:**

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

1. Successful Completion of Secondary School is required.
2. At least one year experience in general work that may involve basic team work and/or customer service skills is required.
3. Level 4 (fluent) in speaking and reading English is required. English proficiency may be tested.
4. Must be willing to work varying and irregular work schedule, to include after hours and on weekends.
5. Must have good interpersonal skills in communicating with customers. Must have good service skills and the ability to establish and maintain effective working relationship with others including contractors and maintenance staff.
6. Must be able to obtain and retain a Top Secret clearance.

## **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 an DS-174
3. 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/> ; plus
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  
Fax 593 1598

Applications can be submitted electronically through [AmmanEmployment@state.gov](mailto: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: July 13, 2011**

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.

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.