

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 14-114

OPEN TO: All Interested Candidates

POSITION: English Instructor, FSN-8*; FP-6*
(Multiple positions)

OPENING DATE: December 15, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full Time, 40 hours/Week
(Afternoon and evening classes)
OR
Part-time, 20 hours/week
(Afternoon and evening classes)

SALARY: *Not-Ordinarily Resident:
(Position Grade: FP-6 is confirmed by Washington)

*Ordinarily Resident: JD 12,380 p.a. (full-time, 40 hours/week starting salary)

OR
(Position Grade: FSN-8, salary is prorated for part-time schedule, 20 hours/week)

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

The U.S. Embassy in Amman is seeking to hire full time **OR** part-time English Instructors at the American Language Center, (ALC). Please indicate your choice on the application form.

BASIC FUNCTION OF POSITION

Teaches English as a Foreign Language (EFL) courses at the American Language Center and offsite, as needed. Introduces students to American culture & education by planning/organizing guest speakers and events to advance a greater understanding of America & American issues. Develops teaching materials for use in the classroom.

QUALIFICATIONS REQUIRED:

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

1. **Education:** Bachelor's Degree in Education, English Literature, Modern Languages, ELT, ESL, EFL, TESOL, or TEFL or related field, or Bachelor's Degree in Social Sciences, Engineering, IT, Medicine, Biology, Chemistry, and TESOL, CELTA or DELTA. Certificate or related field is required. **Supporting documentation (i.e., Bachelor's degree) must be included in the application for eligibility purposes.**
2. **Experience:** Three years' experience teaching EFL/ESL is required. Teaching experience must be in the Levant.
3. **Language:** Level 4 (Fluency) in English is required. English proficiency will be tested. The score provided must have been obtained within last six months.
4. **Knowledge:** Prior knowledge of current methodology in teaching English as a Foreign Language, including testing/assessment, material development is required.

HOW TO APPLY:

Applications should be submitted electronically through AmmanEmployment@State.gov. Please note "V-14 – 114 English Instructor" in the subject line of the e-mail or your application might not be considered.

1. Submit the Application for U.S. Federal Employment [DS-174](#), or a current resume or curriculum vitae that provides the same information as the DS-174.
2. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. (**You must include a copy of your education certificate or your applications will not be considered**) EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
3. A copy of your driver's license if you are applying for a position that includes driving a vehicle.
4. 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/>
5. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location). Any omission in this area, either intentional or unintentional, is cause for dismissal.

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 EFM's 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.

***DEFINITIONS:**

1. **Eligible Family Member (EFM):** For employment purposes, an EFM is a spouse, domestic partner (DP- as defined in 3 FAM 1610), or unmarried child at least 18 years of age of a US direct-hire FS, CS, or uniformed service member who is:

- Listed on the travel orders or approved OF-126 of a direct-hire FS, CS, or uniformed service member assigned to the Mission under COM authority; and,
- Residing at the sponsoring employee's post of assignment abroad.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:

- US citizen; and
- The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee, who is an unmarried child 18 to 20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US mission, and is under COM authority) and either:
 - a) Resides at the sponsoring employee's post of assignment abroad; or
 - b) Resides at an involuntary separate maintenance allowance (ISMA) location (the individual will not be listed on the sponsoring officer's travel orders, but will have a processed Form SF-1190 authorizing ISMA).

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders who do not meet all of these criteria are not USEFMs or AEFMs for employment purposes.

3. **Appointment Eligible Family Member (AEFM):** To be eligible for a Family Member Appointment or a TEMP appointment, an AEFM is:

- US citizen; and
- The spouse or a domestic partner (as defined 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child 18-20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US Mission who is under COM authority); and
- Residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a USG retirement annuity or pension from a career in the Foreign Service or Civil Service. US citizen military annuitant EFM's are FMA eligible.

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders or approved Form OF-126 who do not meet all of the criteria are not AEFMs or US citizen EFM's for employment purposes.

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: until filled
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.