

**American Embassy, Amman**

# **Vacancy Announcement**

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**ANNOUNCEMENT NUMBER: 13-52**

**OPEN TO:** Current Employees of the Mission and EFM's

**POSITION:** Accountant/ Voucher Examiner, FSN-7, FP-7

**OPENING DATE:** May 9, 2013

**CLOSING DATE:** May 22, 2013

**WORK HOURS:** Full-time; 40

**SALARY:** \*EFM: (Position Grade: FP-7)  
\*Ordinarily Resident: JD 8,587 annually (Position Grade: FSN-7)

**ALL APPLICANTS MUST BE CURRENT EMPLOYEES OF THE MISSION OR ELIGIBLE FAMILY MEMBERS (EFM's) TO BE ELIGIBLE FOR CONSIDERATION. DEFINITION OF EFM IS PROVIDED LATER IN THIS ANNOUNCEMENT. 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 for the position of Financial Management Analyst in the Iraq Support Unit.

**BASIC FUNCTION OF POSITION:**

The Accountant / Voucher Examiner (A/VE) maintains official accounting records and reconciles the status of obligations and expenditure accounting data reports. The A/VE conducts reviews of obligations and un-liquidated balances and ensures that adjustments are made based on actual expenditures. Prepares journal vouchers. Makes corrections for transferring charges between post and other agency allotments. The A/VE processes travel vouchers for ISU operations, and selected Baghdad procurements ensuring adherence to efficient, effective, and productive standards of performance. The A/VE determines that all payments are authorized, required

approvals have been obtained, and the payment is in accordance with the terms and conditions of the supporting agreements and documentation. The A/VE also determines that the payments are appropriate regarding regulations and policies of the US government.

**QUALIFICATIONS REQUIRED:**

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

1. Two years college or university studies (in accounting, finance, business administration, arts, or related field. plus 2 years of experience in accounting, finance, voucher examination, administrative, customer service and related financial work is required. OR successful completion of secondary school plus 4 years of experience in accounting, finance, voucher examination, administrative, customer service and related financial work is required. **Supporting documentation (i.e., Diploma certificate) must be included in the application for eligibility purposes.**
2. Level 3 (fluent) in speaking and reading English is 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.
3. Must working knowledge of applicable sections of the Foreign Affairs Manual, General Accounting Office Decisions, Travel and Transportation Guides, standardized Regulations, and specific regulations and procedural guidelines of other federal agencies as applicable.
4. Must have working and professional knowledge of Microsoft WORD, EXCEL, and POWERPOINT, and other Windows based internal communications.

**SELECTION PROCESS:**

When fully-qualified, U.S. Citizen Eligible Family Members (USEFMs) who are U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application. The USEFM does not have to be residing in country to be considered, but the sponsoring employee under COM authority must be officially assigned to Post.

**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 EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. EFM applicants must have at least nine months remaining at post from the closing date of the vacancy.
5. 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.
6. Per Post Management Policy number 31, we only welcome applications when the EFM is within 30 days of arrival.

**TO APPLY:**

Interested applicants for this position should submit the following:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix A); **or**
3. A combination of both; i.e. Sections 1 – 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. USEFM candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. USEFM candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Human Resources Office

Applications can be submitted electronically through [AmmanEmployment@state.gov](mailto: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: MAY 22, 2013**

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.

## **Appendix A**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment (UAE):

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for a position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

**Failure to do so will result in an incomplete application, which will therefore deem the applicant ineligible for the proffered position.**