

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 13-49

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All Agencies

POSITION: Co-CLO Coordinator (Job Share – one opening)

OPENING DATE: May 9, 2013

CLOSING DATE: May 22, 2013

WORK HOURS: Job Share 20 to 32 hours per week
(Number of hours to be determined based Mission Needs, funds availability and effective Job Share balance.)

SALARY: *EFM: Position Grade FP-6* or FP-5**
(Position Grade to be determined and confirmed by M/FLO Office in Washington)

ALL APPLICANTS MUST BE U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMs) TO BE ELIGIBLE FOR CONSIDERATION. DEFINITION OF USEFM IS PROVIDED LATER IN THIS ANNOUNCEMENT.

The U.S. Embassy in Amman is seeking U.S. Citizen EFMs to apply for one of the Co-CLO positions. This position is a job share with each individual working 20 to 32 hours per week. **(NOTE: POSITION EXPECTED TO START IN JUNE/JULY. THE PERSON WHO FILLS THIS POSITION MUST BE AVAILABLE TO WORK OVER THE BULK OF THE SUMMER SEASON AS THIS TIME IS BUSIEST FOR THE CLO OFFICE.)**

BASIC FUNCTION OF POSITION

The CLO Coordinator is responsible for a wide range of services to the Embassy community, aimed at maintaining and enhancing the well-being and morale of post personnel and their families. The CLO Coordinator position includes the following areas of responsibility:

MAJOR DUTIES AND RESPONSIBILITIES:

1. Welcome and Orientation: corresponds with newcomers before and after their arrival at post to ensure a smooth transition.
2. Community Liaison: serves as ex officio member of several boards and committees. Act as liaison with schools and various community organizations and the Family Liaison Office in Washington.
3. Events planning: coordinates community-wide events to help preserve American traditions and build community morale.
4. Information and Resource Management: oversees layout and coordinates contributions to the Embassy's weekly newsletter.
5. Family Member Employment: serves on family member employment committee and advocates for enhanced employment opportunities at post.
6. Education Liaison: serves as Embassy's point of contact with schools, coordinating closely especially with all new applications to Amman Community School and other schools in the region.
7. Guidance and Referral: listens to individual's concerns and provides advice and referral to appropriate resources.
8. Crisis Management and Security Liaison: serves on Emergency Action Committee and coordinates with RSO and other offices to ensure that family members are provided timely, accurate information on security issues.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

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

1. At least two years of full-time post-secondary study at college or university is required.
2. Minimum three to five years of Administrative work experience and one year of supervisory experience is required.
3. The incumbent must be available for CLO Training, either Regional or in Washington, DC.

4. Level IV (fluency) Speaking/Reading/Writing English is required.
5. Must be familiar with country, culture, geography, shopping and outside organizations.
6. Must be able to deal effectively with people at all levels of organization and understand the needs and concerns of everyone. Must have good computer skills (Publisher, Word, Excel, MS Outlook), publishing knowledge, and organization skills.
7. The candidate must be able to obtain and retain a Top Secret security clearance.

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. Anyone who is not a U.S. Citizen EFM (as defined below in the definitions section) is not eligible to apply.
4. Currently employed U.S. 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.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. Per Post Management Policy number 31, we only welcome applications when the USEFM 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.

DEFINITIONS:

USEFM:

An EFM who meets all of the following criteria:

1. U.S. citizen; **and**
2. Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
3. Listed on the travel orders or approved OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e. a direct-hire Foreign or Civil Service employee or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission and who is under Chief of Mission authority; **and**
4. Is residing at the sponsoring employee's post of assignment abroad or is residing at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

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.