

**American Embassy, Amman  
Vacancy Announcement**

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**POSITION:** **Field Mission Support Officer, LHS-7/8** (Developmental level I)

**OPENING DATE:** **20 January 2016**

**CLOSING DATE:** **3 February 2016**

**WORK HOURS:** **Part Time;** 30 hours/week

**SALARY:** **JD** 8,445 per annum (Position Grade: LHS-7/8; developmental level I, with the potential to reach JD14,840 per annum, at a full performance). Other benefits include health insurance, 13<sup>th</sup> and 14<sup>th</sup> month bonuses.

The U.S. Embassy in Amman is seeking a creative and skillful individual who can perform a variety of mission support duties related to logistics, finance, human resources, and contract management. Successful candidate must be able to use interpersonal skills and work collaboratively and effectively in a fast-paced, multicultural, diverse team environment. The candidate must also have excellent customer service and organizational skills as well as the ability to apply tact and discretion and to prioritize tasks.

**QUALIFICATIONS REQUIRED**

1. Bachelor degree in Human Resources, Management, Business Administration, Public Administration, Financial Management, Liberal Arts, Law, or a related field is required.
2. Two to three years support experience in Human Resources, Administration, or Financial Management field.
3. Level 4 fluency in English and Arabic languages is required. Short-listed candidates will sit an English proficiency test at the American Language Center.
4. Good knowledge of Microsoft Office.
5. Must have the ability and willingness to perform a wide variety of support tasks, change focus quickly, and adapt work habits/schedule to meet mission requirements. Candidate must also have the ability and willingness to use time management and organizational skills to complete work requirements in a timely manner and to continually acquire and demonstrate new knowledge and skills.
6. Must be a Jordanian national or an ordinarily resident in Jordan. All ordinarily resident applicants must have the required work and/or residency permit to be eligible for consideration.

**TO APPLY:**

Interested applicants for this position should send a cover letter and a current resume or curriculum vitae electronically to the following e-mail address: [OSE-Employment@state.gov](mailto:OSE-Employment@state.gov) before the deadline. Late applications will not be considered.

**CLOSING DATE FOR THIS POSITION: 3 February 2016**

**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.*