

American Embassy, Amman

Vacancy Announcement

VACANCY - ANNOUNCEMENT NUMBER: 13-33

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

POSITION: Housing Coordinator (Job Share)

OPENING DATE: March 21, 2013

CLOSING DATE: April 3, 2013

WORK HOURS: **Part-time** (20 hours per work week)

SALARY: ***EFM:** (Position Grade: **FP-8**)

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 an individual for the position of **Housing Coordinator (Job Share)**.

BASIC FUNCTION OF POSITION:

The incumbent works under the supervision of the Housing Supervisor and General Services Officer for Housing. Duties include (but are not limited to): responding to housing questions from newly and currently assigned personnel; making housing proposals to the GSO Housing Officer; coordinating the arrival and departure schedule with regards to occupancy dates; inspecting housing units; maintaining and tracking correspondence; attending housing board meetings in the capacity of advisor to the Housing Board; and working with the welcome kits and make-ready process.

QUALIFICATIONS REQUIRED:

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

1. Successful Completion of High School is required.
2. At least 1 year experience in customer service, either internal or external, hospitality, or administrative experience is required.
3. Familiarity with American living standards and requirements as they relate to housing, including some familiarity with FAM housing regulations and post housing handbook or knowledge in any real estate-related field, is required.
4. Level 3 (Good Working Knowledge) in speaking and reading English is required. English proficiency may be tested.
5. Thorough knowledge of Microsoft Word and Excel is required.
6. Jordanian Driving License level 3 is required.

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. The candidate must be able to obtain and retain a Top Secret security clearance.
7. 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: APRIL 3, 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.