

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 15-117

- OPEN TO:** All Interested Candidates
- POSITION:** Human Resources Administrative Assistant, FSN-7; FP-7*
- OPENING DATE:** November 19, 2015
- CLOSING DATE:** December 3, 2015
- WORK HOURS:** Full-time; 40 hours/week, Sunday thru Thursday
- SALARY:** – Ordinarily Resident (OR*) in Jordan: JD 9,998, per year, excluding allowances (position grade FSN-7)
– For EFMs* and Not Ordinarily Resident (NOR*) in Jordan: Position grade FP-7; salary is in US Dollars based on the US pay plan. *All FP position grades are determined by HR in Washington DC.*
- BENEFITS (OR*):** Excellent working conditions; 5-day workweek; annual pay for performance increase; premier medical insurance coverage for employee and family; 20 holidays per year (American and Jordanian); provident fund retirement plan; ample opportunity for on-line/ classroom training and personal development

ORDINARY RESIDENTS (OR*) MUST HAVE JORDANIAN WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION, SUBJECT TO AND IN ACCORDANCE WITH LOCAL LABOR LAWS.

BASIC FUNCTION OF POSITION:

The Embassy is seeking an individual for the position of Human Resources Administrative Assistant in the Human Resources (HR) Office. The incumbent is the official liaison with the Ministry of Foreign Affairs and Ministry of Interior on new, renewal and extension of residence permits, diplomatic and tax exemption cards, and processing work and residence permits for sponsored domestic helpers of USDH employees; prepare documents and diplomatic notes in English and Arabic; liaise with MFA officials to follow up and expedite requests. Act as HR receptionist, and perform a variety of office tasks such as update and maintain the HR Office intranet website and internet Employment website, HR contacts list, telephone directories and emergency phone tree list, submits procurement requests and other functions as assigned. The individual reports directly to the local HR specialist, and is reviewed by the American HR Officer.

QUALIFICATIONS REQUIRED:

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.

1. **Education:** At least two years of college or university is required.
Supporting documents (i.e., Diploma) must be included in the application for eligibility purposes.
يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق
2. **Experience:** At least one year experience in a high-volume customer service environment in a secretarial, office administration or Human Resources role is required.
3. **Language:** Level 4 (*fluent*) in English and level 4 (*fluent*) in Arabic is required. English proficiency will be tested. A score of 785 on the TOEIC exam or 590 on the TOFEL exam is acceptable. Examination scores should have been recorded within the last six months.
4. **Knowledge:** Solid understanding of general office procedures and expert knowledge of principles and processes for providing customer and personal services is required. Excellent command of the English language and its structure, composition, spelling, and grammar is required. Steadfast adherence to the highest standards of professional conduct and commitment to uphold the integrity of all aspects of personnel administration consistent with all applicable and necessary regulatory guidance is required.
5. **Abilities & Skills:** Excellent interpersonal and communications skills and ability to coordinate and liaise with a diverse range of offices and personalities; a keen aptitude to work independently and ability to solve problems; and attention to detail, tact, discretion, good judgment, respect for diversity, patience, empathy and ability to listen are required. Organizational skills to prioritize and accomplish workload in order to meet deadlines in a fast-paced, demanding-client servicing work environment; ability to maintain composure in the face of competing demands and constant interruption; ability to accurately draft written documents using proper English and Arabic; and thorough use of Microsoft Office suite (Excel, Outlook, and Word) are required.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Current OR* employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. 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.

5. Currently employed NORs* hired under a Personal Services Agreement 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. EFM* candidates must have at least nine months remaining at post from the closing date or they will not be considered.
7. EFM*s not yet at post must be within 90 days of their arrival in order to be considered.

TO APPLY:

Interested applicants must submit their application and all supporting materials to AmmanEmployment@State.gov or it will not be considered. Please note “**VA 15-117, Human Resources Administrative Assistant**” in the subject line of the e-mail.

All application packages must include:

1. 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. certificates, awards, copies of degrees earned) that addresses the required qualifications for this position. (**Education certificates must be included or the application will not be considered.**)
3. Driver’s license copy if applying for a position that requires driving a vehicle.
4. EFM*, USEFM*, and AEFM* applicants must clearly indicate their status in the text or subject line of their application.
5. 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/>.
6. 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.

***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.

EFM's 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: December 3, 2015

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.