

# American Embassy, Amman

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: 15-103**

- OPEN TO:** Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs) – All Agencies
- POSITION:** Human Resources Assistant, FSN-8; FP-6\*
- OPENING DATE:** **September 23, 2015**
- CLOSING DATE:** **October 8, 2015**
- WORK HOURS:** Full-time; 40 hours/week, Sunday thru Thursday
- SALARY:** – Ordinarily Resident (OR\*) in Jordan: JD 12,380, per year, excluding allowances (position grade FSN-8)  
– For EFMs\* and Not Ordinarily Resident (NOR\*) in Jordan: Position grade FP-6; salary is in US Dollars based on the US pay plan. *All FP position grades are determined by HR in Washington DC.*

**APPLICANTS ORDINARILY RESIDENT (OR\*) MUST HAVE JORDANIAN WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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The U.S. Embassy Amman is seeking an individual for the position of Human Resources Assistant in the Human Resources Office (HRO).

## **BASIC FUNCTION OF POSITION:**

Position will act primarily as the LE Staff Position Classification Advisor and at-post authority on the position classification process. The individual ensures that post policies and regulations are accurate and followed; supervisors are aware of and follow the policies related to position management and classification; ensures that position descriptions (PDs) and Job Discussion Help Sheets (JDHS) are accurate; liaises with the Regional Classification Center (RCC) in Germany to ensure accurate and complete information is submitted for classification; and regularly liaises with the supervisor during the classification process. The individual will develop and conduct training on position classification, to include how to write quality PDs and accurate JDHS. The individual will also act as a servicing HR professional for a small group or agency, performing the full range of HR assistant duties, such as recruitment, personnel actions, performance evaluations, and in-out processing. The individual will be assigned one or more special projects, as assigned by the supervisor. The individual will have no supervisory responsibility, but will provide classification work guidance throughout the process. The individual will report directly to the local HR specialist, and 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:** Bachelor's degree in Human Resources, Management, Business Administration, Public Administration, Psychology, Humanities and/or Law is required.  
**Supporting documents (i.e., Bachelor's Degree) must be included in the application for eligibility purposes.**  
**يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق.**
2. **Experience:** 3 years of progressively responsible experience in the field of Human Resources administration is required.
3. **Language:** Level 4 (*fluent*) in English and level 4 (*fluent*) in Arabic is required. English proficiency will be tested.
4. **Knowledge:** Solid understanding of a wide range of HR programs and general human resources management is required. Excellent understanding of Embassy organizational structure, sections and functions is required. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, and coordination of people and resources is required.
5. **Abilities & Skills:** Excellent interpersonal and communications skills and ability to coordinate and liaise with a diverse range of offices and personalities to achieve accurate program planning is required. A keen aptitude to work independently and ability to solve problems after accurately interpreting regulations is required. Thorough use of Microsoft Office suite (Excel, Outlook, and Word) is 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 NOR\*s\* 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](mailto:AmmanEmployment@State.gov) or it will not be considered. Please note “**VA 15-103, Human Resources 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.

*EFMs 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).*

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**CLOSING DATE FOR THIS POSITION: October 8, 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.