

American Embassy Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 14-53

OPEN TO: All Interested Candidates

POSITION: Program Analyst, FSN-10; FP-5*

OPENING DATE: July 17, 2014

CLOSING DATE: July 30, 2014

WORK HOURS: Full-time, 40 hours/week
Sunday through Thursday

SALARY: *Not-Ordinarily Resident:
(Position Grade: FP-5 is confirmed by Washington)
*Ordinarily Resident: JD 17,783 p.a. (Starting salary)
(Position Grade: FSN-10)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking to hire a Program Analyst for the Department of Homeland Security, Transportation Security Administration Office.

BASIC FUNCTION OF POSITION

The incumbent of this position performs a multitude of functions in support of the office of the Transportation Security Administration Representative (TSAR) and serves as the Program Analyst responsible to manage the full range of programmatic, budgetary and administrative activities that provide the infrastructure necessary to accomplish the regional mission of the TSAR. Duties and responsibilities include, but are not limited to, performing a variety of liaison, analytical, office management and operational duties. The incumbent will work closely with national-level foreign government authorities, international organization representatives and U.S. mission officials to facilitate cooperation in promoting consistency among international transportation security standards. The incumbent performs interaction with host and foreign government and mission officials at high levels, conducts budget and fiscal management as well as office management and administration, conducts operational planning, preparation and

coordination including TSAR's travel, supporting visiting U.S./Foreign delegations, attending meetings and conferences as well as providing support to U.S./Host Country Federal Air Marshal Service Missions.

QUALIFICATIONS REQUIRED

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

1. Education: Bachelor's Degree in Social Science discipline including Criminal Justice, International Relations/Studies, Public Diplomacy or Management is required. **Supporting documentation (i.e., copy of Bachelor's degree) must be included in the application for eligibility purposes.**
2. Experience: The incumbent must have 7 years progressively responsible experience in security or enforcement, preferable working with the US or Jordanian federal government, aviation industry, military or police. Incumbent should also have office management experience.
3. Language: Level 4 (fluent) in English and Level 4 (fluent) Arabic is required. English proficiency will be tested.
4. Knowledge: Must be competent in MS Office software programs (Excel, Word, Outlook) and internet. Ability to work with regulations concerning transportation security, in particular, civil aviation security for both US and international standards.

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. 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 that employment.
4. Successful candidates must obtain the required security clearance.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) 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.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment DS-174.
2. A current resume or curriculum vitae that provide the same information as a DS-174.
3. 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/>.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
6. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location).

SUBMIT APPLICATION TO

Human Resources Office

Applications must be submitted electronically through

AmmanEmployment @state.gov

Please note "VA 14-53 Program Analyst in the subject line of the e-mail.

POINT OF CONTACT

Telephone: 5906000

DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM):** An EFM (see #2) eligible for a Family Member Appointment for purposes of Mission employment:
 - *Is a U.S. citizen; and*
 - *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*
 - *Is listed on the travel orders *or approved Form [OF-126](#), Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, 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*

- *Is* residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a Foreign Service or Civil Service annuity

2. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. **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.

4. **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).

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR) 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.

CLOSING DATE FOR THIS POSITION: July 30, 2014

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.