

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 15-113

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

POSITION: 2015 Overseas Seasonal Hire Program (OSHP/Winter) Positions

OPENING DATE: November 09, 2015

CLOSING DATE: November 23, 2015

WORK HOURS: Part-Time (20 hours/week) and Full-Time (40 hours/week)

SALARY: Varies – see below for details

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 Eligible Family Member (EFM) students for employment in country for Seasonal Hire positions over the winter employment period of December 6, 2015 through January 23, 2016. All students must be available for a minimum of 3 weeks (does not have to be consecutive).

The Overseas Seasonal Hire Program (OSHP) is designed to facilitate the employment of U.S. direct-hire Eligible Family Member (EFM) students and to provide clerical and administrative support to posts abroad during the seasonal school breaks.

The OSHP is a Department of State sponsored program managed by the Office of Overseas Employment (HR/OE/HRM) and administered at the post level in coordination with the employing bureaus or agencies. It consists of State positions wherein State EFMs are given priority consideration. Although a Department of State employment program, Mission Amman collaborates to offer a unified program in which positions at any Agency under Chief of Mission Authority can advertise and fill their Seasonal Hire needs.

AVAILABLE POSITIONS: To be Determined

Students will be competitively placed into jobs as determined by the Post Employment Committee, dependent upon the needs of the mission and how many positions are ultimately available.

ELIGIBILITY REQUIREMENTS:

The OSHP is intended for EFM students who are officially physically and/or geographically resident or attached to the sponsor's post of assignment. Interested applicants **must be able and commit to working a minimum of three weeks during the winter break** in order to be considered. Applicants for seasonal hire positions must meet all the following requirements (*Items 1 to 4*):

1. **Citizenship:** Must be a U.S. citizen.
2. **Family Member Status:**
 - Must be a family member of a USG civil, foreign, or military service member assigned to the employing post.
 - Family members attending boarding schools or universities whose *home of record* is the sponsor's post of assignment.
 - USG contractor family members who meet the eligibility criteria above, and are under COM authority and assigned to post as a family unit as "not ordinarily resident" (NOR) are also eligible to participate in the OSHP, provided that the family members are listed on official travel orders.
3. **Student Status:** must be a full- or part-time student currently enrolled in a course of study at an educational institution, college, or university, and who is registered to re-enroll in the immediate upcoming regular school term. Enrollment in an on-line program of study is qualifying. Applicants must present evidence of their student status which post will certify and include with official employment documentation.
4. **Age Requirement:** At the time of their appointment/hire, applicants must be at least 16 years of age, and can be no more than 24. To date, there has been no change or waiver to lower the age for USG seasonal appointees/hires below 16 years.

SALARY:

All salary payments will be made electronically by direct deposit (EFT) and students will need a bank account in their own name (a joint account with a parent is acceptable). As a matter of equity and fairness, the Department has established standard rates of pay for the OSHP 2015 FS Extended Salary Scale pay schedule (*based on a Full-time (40 hours/week), 40-hour work week*) restricted to the FP-EE/1 (minimum wage) through FP-AA levels commensurate with the candidate's education or experience. See [2015FSExtendedPay](#) for details regarding the pay scale. The minimum qualification requirements are:

- FP-EE: High school student - \$7.25/hour
- FP-DD: High school graduate or general equivalency diploma (GED), and/or three months of clerical work experience - \$8.70/hour
- FP-CC: Meet FP-DD criteria plus 1 year of college, or 6 months of clerical work experience - \$9.78/hour
- FP-BB: Meet FP-DD criteria plus 2 years of college, or 1 year of clerical work experience - \$10.68/hour and
- FP-AA: Meet FP-DD criteria plus 3 years of college, or more than 1 year of clerical work experience - \$11.98/hour

INSTRUCTIONS TO APPLY:

Interested applicants for the OSHP must submit their applications by the closing date of **November 23, 2015** to be given priority. Applications received after this deadline will be

accepted until vacant positions are filled. All applicants must submit the following to be considered:

1. Application for Employment (DS-174); **or**
2. A current resume that provides the same information as a DS-174; plus
3. The date the student can begin work* and the length of time he/she will be available; plus
4. Evidence of their student status which post will certify and include with official employment documentation; and
5. Name and employing section/agency of their sponsoring family member.

SUBMIT APPLICATION TO:

Human Resources Office

Applications can be submitted electronically through AmmanEmployment@state.gov.

CLOSING DATE FOR THIS POSITION is Monday, November 23, 2015

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.