

**U.S. EMBASSY KUWAIT  
VACANCY ANNOUNCEMENT NO. 029-15**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** DISPATCHER/ASSISTANT SUPERVISOR  
FSN-1010-06\*; FP-08\*\*

**OPENING DATE:** June 3, 2015

**CLOSING DATE:** June 16, 2015

**WORKING HOURS:** FULL-TIME; 40 hours/week

**SALARY:** Full Performance Level: Not-Ordinarily Resident (NOR)  
US\$ 36,353 p.a. (Starting Salary); Position Grade: FP-08  
(\* \*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD7,073 p.a. (starting salary)  
(Position Grade FSN-06)  
\*Actual grade and salary will be based on the qualifications  
of the applicant.

**IMPORTANT NOTE:**

All U.S. Citizens (USEFMs, EFM's or MOH's as defined below) of U.S. Government Employees assigned to the Mission and under Chief of Mission (COM) authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kuwait is seeking an individual for employment in country for the position of a Dispatcher/Assistant Supervisor in the General Services Office.

**BASIC FUNCTION OF POSITION:**

The incumbent dispatches drivers in response to transportation requests from Embassy personnel and assures that drivers properly fill out daily trip record and performs daily safety checks for the Embassy official vehicles. Reports T&A to B&F for the entire Motorpool staff within the required time frame. Maintains fuel consumption monthly reports for ICASS statistic report. Conducts a driver safety-training program that includes familiarization with new vehicles, filling out daily trip sheets for Motorpool drivers and Embassy personnel. Incumbent is also the Assistant Supervisor and acts as the Supervisor in his absence..

**Duties include:**

- Dispatches Motorpool drivers according to both written and verbal requests to schedule transportation for Embassy personnel. Executes vehicle schedule. Handles emergency vehicle requests under supervision of Motorpool Supervisor. Prioritizes vehicle use to optimize efficiency. Instructs chauffeurs on assignments and locations.

- As situation demands, may also operate vehicles to transport personnel and visitors around Kuwait. May also deliver official documents. Responsible for maintaining daily trip records, performing daily safety checks as necessary.
- Prepares and dispatches Petro Net card application and purchases fuel cards for Motorpool (ICASS, Program, LGP, and MSG).
- Provides guidance to the drivers for missing and lost luggage from the airport for all incoming TDY personnel and American staff. Provides guidance to the drivers for clearing pets for American personnel and family.
- Conducts periodical "Smith System Training" (Certified Smith System Trainer) under the guidance of SHEM/POSHO to 13 full time drivers and more than 180 incidental drivers including LGF/RSO, Warehouse, FM Maintenance, Shipping, Housing, Procurement, IRM and APO.
- Assists the Motorpool Supervisor in scheduling annual leave for all Motorpool staff well in advance. Prepares Ramadan leave and duty schedule for all Motorpool staff. Supervises and monitors Motorpool employees as necessary.

(NOTE: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.)

### **QUALIFICATIONS REQUIRED**

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

1. Completion of high school education is required.
2. Three years of driving experience in Kuwait with one year of experience in doing administrative or clerical work. An additional 6-12 months experience as a team leader, coach, trainer or supervisor is a plus.
3. Level III (good working knowledge) Reading/ Writing/Speaking of English and Arabic. Note: Language skills will be tested.
4. Good working knowledge of the written and spoken language. Job holder will be able to read understand, for example, regulations, instructions and related material concerning the field of work, and to prepare correspondence and standardized reports. Job holder will be able to communicate effectively with staff and members of the public in the language.
5. Must be skilled in the use of MS Office (word and excel), and ability to learn the FMIS software.
6. Must possess a valid Kuwaiti driver's license, including endorsement to operate heavy vehicles.
7. Must be familiar with driving all types of vehicles and equipment in the Motorpool. Must have good communication skills to resolve disputes.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

NOTE: Only qualified applicants will be called for a test/interview.

## **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 Ordinarily Resident 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 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. 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 for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's website: <http://nea.p.state.sbu/sites/kuwait>; **OR**
2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174) (see Appendix B); **OR**
3. A combination of both (i.e., Sections 1-24 of the UAE along with the listing of the applicant's work experience attached as a separate sheet); **AND**
4. Copy of high school certificate or equivalent; **AND**
5. Copy of the Civil ID or passport (including the residence permit page); **PLUS**
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

**SUBMIT APPLICATION (BEFORE THE CLOSING DATE) TO:**

Human Resources Office  
U.S. Embassy Kuwait  
Bayan, Block 13, Al-Aqsa Mosque Street

**OR**

Email the application to: [HROKuwait@state.gov](mailto:HROKuwait@state.gov)

NOTE: Incomplete or late applications will not be considered.

**POINT OF CONTACT**

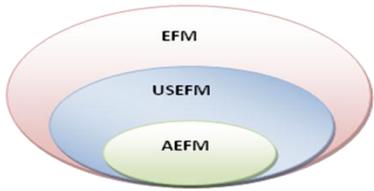
Human Resources Office  
Telephone: 2259-1001

**CLOSING DATE FOR THIS POSITION: COB June 16, 2015**

The U.S. Mission in Kuwait 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.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S. - citizen Eligible Family Member (USEFM) and also an Eligible Family Member (EFM).

1. **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% 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% dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, incapable of self-support.
  
2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
  
3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) 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, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority); and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

**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, or at an office of the American Institute in Taiwan. 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.

An 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. An 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).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number;
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship;, Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership & Recognition
- Q. Language Skills
- R. Work Experience
- S. References