U.S. Embassy Kuala Lumpur

MANAGEMENT NOTICE

#144-2015

TO: All Mission Personnel (All Agencies) **DATE: December 9, 2015**

SUBJECT: Vacancy Announcement – Shipment and Travel Assistant

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OPEN TO: Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

POSITION: Shipment and Travel Assistant, FSN-7; FP-7 *

OPENING DATE: December 9, 2015

CLOSING DATE: December 30, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not Ordinarily Resident (NOR) EFM/MOH: US$40,655 p.a. (starting salary)
(Position Grade: FP-7 salary to be confirmed by Washington)

*Ordinarily Resident (OR): RM39,751p.a. (starting salary)
(Position Grade: FSN-7)

All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration. See definitions for Ordinarily Resident and Not-Ordinarily Resident.

The Embassy of the United States in Kuala Lumpur is seeking an individual for a Shipment and Travel Assistant position dedicated to the Facility Management Office.

BASIC FUNCTION OF POSITION

Arranges for and facilitates all incoming Embassy shipments, including household and personal effects and pets of American personnel and U.S. Government equipment, office supplies and commissary supplies. Advises Embassy employees of the status of their shipments and of customs regulations, requirements and related matters. Maintains contacts with shipping companies, port authorities, custom brokers and the Ministry of Foreign Affairs. Serves as GSO's primary liaison with hotels for all VIP visits and conferences and coordinates hotel reservations. Serves as airport expediter for VIP visitors and for PCS arrivals and departures.

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.

Education: A college or University studies.

Experience: Three years of clerical experience is required. At least one year experience in customs and shipping formalities and dealing with Ministry of Foreign Affairs and other Government department including Road Transport Department, MITI, Customs and Immigration.

Knowledge: A general knowledge of State Department regulations governing the preparation of shipping documentation and other administrative forms for the shipment of POV/HHE/UAB and USG property, including host government customs clearance regulations, is required.

Abilities/Skills: Level l typing (reasonable speed and accuracy) is required. Knowledge of and experience using basic PC office software. Must have a valid driver's license and be able to operate a government-owned vehicle when no car and driver are available.

Language: Level III (good working knowledge) in both spoken and written English (will be tested) and Bahasa Malaysia is required.

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.

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.

ADDITIONAL INFORMATION

Note 1: All positions advertised are subject to availability of funds.

Note 2: Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills) and had included all the required documentation. Regret letters will only be sent to short listed candidates and AEFMs.

Note 3: For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

TO APPLY
Interested candidates 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); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. 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.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO
Attention: Recruitment
Address: Human Resources Office
Embassy of the United State
P.O. Box 10035
50700 Kuala Lumpur; or

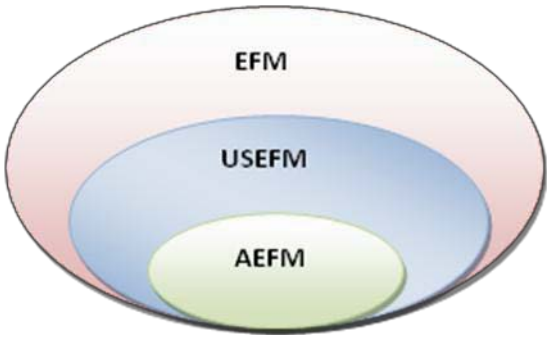
e-mail: KLHRO@state.gov

Telephone: +60-3-2168-5009

The U.S. Mission in Malaysia 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) as well as 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:

    a. Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
    b. 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;
    c. 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;
    d. 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.

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:

    a. U.S. Citizen; and,
    b. EFM (see above) at least 18 years old; and,
    c. 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:

        i. 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
        ii. 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:

    a. *Is a* U.S. citizen; and
    b. 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
    c. *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
    d. *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan
    e. 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:

    a. Not an EFM; and,
    b. Not on the travel orders of the sponsoring employee; and,
    c. 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, and 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:

    a. Is not a citizen of the host country; and,
    b. Does not ordinarily reside (*OR*, see below) in the host country; and,
    c. Is not subject to host country employment and tax laws; and,
    d. 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:

    a. Is locally resident; and,
    b. Has legal, permanent resident status within the host country; and,
    c. 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. Licenses, Skills, Training, Memberships, and/or Recognitions

Q. Language Skills

R. Work Experience

S. References