



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

15-42

VACANCY ANNOUNCEMENT - JEDDAH

02/26/2015

OPEN TO	ALL INTERESTED CANDIDATES
POSITION	MAINTENANCE FOREMAN, FSN-07 POSITION # 100288
OPENING DATE	THURSDAY, FEBRUARY 26, 2015
CLOSING DATE	THURSDAY, MARCH 12, 2015 @ 1700 HRS (Local Saudi time)
WORK HOURS	FULL-TIME; 40 HOURS/WEEK
SALARY	* ORDINARILY RESIDENT: POSITION GRADE: FSN-07, SR 78,285 (ANNUAL BASIC SALARY EXCLUDING ALLOWANCES) * NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-07, US\$ 40,665 PER ANNUM --SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM --FINAL SALARY DETERMINATION WILL BE APPROVED BY WASHINGTON --U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.

NOTE:

- **ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.**
- **ELIGIBLE FAMILY MEMBERS (EFMs): INTERESTED APPLICANTS MUST BE WITHIN 60 DAYS OF SCHEDULED ARRIVAL AT POST FROM THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT TO RECEIVE CONSIDERATION BECAUSE OF THE URGENT REQUIREMENT TO FILL THIS POSITION.**
- **EFMs MUST HAVE AT LEAST ONE YEAR REMAINING ON THEIR SPONSORING EMPLOYEE'S TOUR OF DUTY FROM THE EFM'S HIRING DATE.**

BASIC FUNCTION OF POSITION

Incumbent reports directly to the Maintenance Supervisor. Coordinates and supervises the work of seven (7) tradesmen engaged in performing scheduled preventive maintenance and unscheduled work requests on government owned structures and residences. Works with the Maintenance Supervisor to ensure work requests are properly closed out in the WebPass WOW system. Incumbent will also assist the Facility Manager and the Maintenance Supervisor in conducting

Annual Facility Inspections. Ensure work is performed in accordance with building codes and safety standards.

QUALIFICATIONS REQUIRED

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

1. **Education**: Completion of High School is required. Must have completed Vocational Training or an apprenticeship program recognized as producing journeyman level skills in one of the major maintenance trades, or have completed other specialized training recognized as pertinent to maintenance management.
2. **Experience**: Six (6) years of progressive responsible experience in the maintenance area, including journeyman tradesman, Supervisory, and maintenance inspection or planning and estimating experience, is required.
3. **Language Requirements**: Level III in both English and Arabic (Good Working Knowledge-reading/writing /speaking) is required. Language skills will be tested.
4. **Knowledge/Other Criteria**: Must have journeyman level knowledge and skills in one of the major maintenance trades and sufficient knowledge of overall maintenance operations sufficient to permit recognition of need for maintenance and repairs to protect buildings and equipment to estimate kind, amount, and cost of materials and labor needed for maintenance and repairs and to evaluate conformance to specifications and adequacy and quality of work.
5. **Other Skills**: Incumbent must be able to manage a multi-trades workforce, to devise work schedules and to provide technical supervision to ensure an effective maintenance program. Must have a good communication and customer relation skills. Ability to use technical drawings and blueprints. Ability to operate motor pool vehicles and must be obtain/possess a valid Saudi Driver's license

HOW TO APPLY

Interested applicants for this position must submit the following and incomplete applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi identity/iqama card and work permit.
5. Any other documentation (e.g. copy of essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

**SUBMIT APPLICATION AND ALL DOCUMENTS AS A SINGLE FILE IN PDF FORMAT TO:
HRORiyadh@state.gov**

SELECTION PROCESS

When equally qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. veterans will be given preference. Therefore, it is essential that the candidates 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. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
3. EFMs must have at least one year remaining on their sponsoring employee's tour of duty from the EFM's hiring date.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
6. 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.

DEFINITIONS*

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 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.

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:
 1. 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
 2. 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.

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:

- 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).

Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. 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).

The U.S. Mission in Saudi Arabia 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.