



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

15-171

VACANCY ANNOUNCEMENT - DHAHRAN

10/13/2015

OPEN TO	ALL INTERESTED APPLICANTS
POSITION	POLITICAL/ECONOMIC SPECIALIST, FSN-10 POSITION #100226
OPENING DATE	SUNDAY, OCTOBER 18, 2015
CLOSING DATE	SUNDAY, NOVEMBER 01, 2015 @ 1700 HOURS (local Saudi time)
WORK HOURS	FULL-TIME: 40 HOURS/WEEK
SALARY	<p>* ORDINARILY RESIDENT (OR): POSITION GRADE - FULL PERFORMANCE LEVEL FSN-10, SR. 153,661 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES)</p> <p>* NOT ORDINARILY RESIDENT (NOR): <u>POSITION GRADE:</u> - FULL PERFORMANCE LEVEL FP-5, US\$ 50,883 PER ANNUM * SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM * FINAL HIRING SALARY DETERMINATION WILL BE APPROVED BY WASHINGTON. * U.S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.</p>

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.

- **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 THAT APPOINTMENT.**
- **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.**
- **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.**

The U.S. Consulate General in Dhahran, Saudi Arabia is seeking an individual for employment in country for the position of Political and Economic Specialist for the Political and Economic Section.

BASIC FUNCTION OF THE POSITION

The incumbent plays a major role in managing post's interaction with key Eastern Province constituencies, serving as post's liaison with the royal family, regional governors, host government agencies, the business community, and civil society. The incumbent develops contacts at the highest levels, maintains biographical files, and manages post's contact database. The incumbent arranges and accompanies USG officials to meetings, organizes itineraries for USG officials, and plans and executes representational events. The incumbent researches, analyses, and reports on political, economic, religious, and social trends of importance to the USG in the Eastern Province and the Kingdom, and advises the Consul General, Political and Economic officers, and other USG representatives.

REQUIRED QUALIFICATIONS

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

1. **Education:** Bachelor's degree in Political Science, International Relations, International Economics, Public Administration. (In the absence of Bachelor's Degree and with only 2 years of college education, a minimum total 7 years of relevant experience required, or with only high school diploma, a minimum total 9 years of relevant experience required.)
2. **Experience:** At least 5 years' experience in a government or community relations position in Saudi Arabia at a diplomatic mission or international organization, establishing effective contacts in the Eastern Province and successfully interacting with Saudi government, business, and social leaders at all levels.
3. **Language Requirements:** Level IV fluency in both Arabic and English, with the ability to read and write at Level IV in both languages required.
4. **Knowledge:** Solid grasp of regional and Islamic history, Saudi law, traditions, and customs. Thorough understanding of the Kingdom's political, economic, and social systems. Thorough familiarity and excellent contacts with key figures in the government, business community, civil society, and religious establishment. Incumbent must be able to, under occasional pressure, recommend whom within those communities to contact to

resolve critical situations on short notice. Incumbent is the Consulate's expert on aforementioned topics.

5. **Other Skills:** Must possess many skills and abilities to perform assigned responsibilities, including the ability to develop an extensive range of high and working level contacts and exercise good judgment in dealing with host country government officials and influential public and private figures. Incumbent must handle multiple projects at once with limited supervision.

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 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 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.

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, work permit and driver's license.
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 THE APPLICATION AND ALL OTHER DOCUMENTS AS A SINGLE FILE IN PDF
FORMAT TO EMAIL ADDRESS (MULTIPLE FILES WILL NOT BE CONSIDERED):**

HRORIYADH@STATE.GOV

Note:

Please use the following subject line and format in your email. Failure to use the subject line and format below may result in your application not reaching the required application folder for further consideration.

EMAIL SUBJECT: DHAHRAN-VA15-171-POL-ECON SPECIALIST

DEFINITIONS*

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

- Spouse or s-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).

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.
