U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

12-68	**VACANCY ANNOUNCEMENT - JEDDAH**	**05/30/12**

RE-ADVERTISEMENT

OPEN TO	**ALL INTERESTED CANDIDATES**
POSITION	**INFORMATION RESOURCE CENTER ASSISTANT, FSN-08, POSITION NO. 100233**
OPENING DATE	**WEDNESDAY, MAY 30, 2012**
CLOSING DATE	**WEDNESDAY, JUNE 13, 2012**
WORK HOURS	**FULL-TIME; 40 HOURS/WEEK**
SALARY	*** ORDINARILY RESIDENT: POSITION GRADE: FSN-08, SR 77,702 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES). * NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-06, US$ 44,737 PER YEAR. – GRADE 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 PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.**
- **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

Provide outreach, research and collection development of wide scope in support of PAS and Mission initiatives. Manage the outreach program, reference services and collection development. Research Information Research Center's (IRC) electronic and traditional resources to respond to complex inquiries for information from the target audience, PAS staff, and other agencies at post. Develop and maintain contact with target audience members. Monitor social media for relevant developments and engages with key influencers in the local social media sphere. Update content on Consulate website as needed. Assist in building and supporting American Corners with outreach information and reference services in Jeddah.

QUALIFICATIONS REQUIRED

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

1. **Education:** A university degree in political science, international affairs, American studies communications, marketing, or library science.
2. **Experience:** Must have two to four years of progressively responsible experience in the field of media/communications or information research. This includes experience in traditional research and reference services, and in the use of emerging technologies, social media and electronic resources.
3. **Language Requirements:** Level IV (*Fluent – Speak /Read/Write*), English and Arabic.
4. **Knowledge:** A good knowledge of U.S. reference and resource materials in the subject areas emphasized in the Mission Strategic Plan (MSP), and of current trends and developments in American and host country information science and technology. Knowledge of electronic retrieval and delivery tools, in particular the Internet and standard information science practices and procedures. Research inquiries require that the incumbent have an in-depth knowledge of host country and U.S. foreign affairs policies, legislative and other domestic issues of relevance to MSP themes.
5. **Other Skills:** Excellent service orientation to target audience, interpersonal, and cross cultural skills. Ability to carry out reference searches and respond rapidly to complex requests, often for breaking news; to work effectively with American and foreign national staffs; to independently plan, organize, and carry out assigned responsibilities using electronic based technologies, including internet, CD-ROM, and print resources; to maintain contact with target audience members; excellent written and oral communication skills. Ability to prioritize work schedule and incoming requests.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) 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. 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.
4. 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.
5. 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 or the 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 TO

In person: Front Gate, Hail Street, U.S. Consulate General, Jeddah
By Mail: Human Resources Office, P. O. Box 149, Jeddah 21411, Saudi Arabia
By e-mail: JeddahHR@state.gov
By Fax: 02-669-3075

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).

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).

CLOSING DATE: CLOSE OF BUSINESS (1700HRS) WEDNESDAY, JUNE 13, 2012

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.