



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

12-20	VACANCY ANNOUNCEMENT - RIYADH	02/25/12
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OPEN TO	ALL INTERESTED APPLICANTS
POSITION	GENERAL SERVICES OFFICE ASSISTANT, FSN-06 POSITION NUMBER 100018
OPENING DATE	SATURDAY, FEBRUARY 25, 2012
CLOSING DATE	SATURDAY, MARCH 10, 2012
WORK HOURS	FULL-TIME; 40 HOURS/WEEK
SALARY	<p>* ORDINARILY RESIDENT: POSITION GRADE: FSN-06, SR 60,172 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).</p> <p>*NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-08 US\$ 35,753 PER YEAR -- GRADE 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 PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.**

BASIC FUNCTION OF POSITION

The incumbent provides administrative and secretarial support to the Supervisory General Service Officer (S/GSO) and two Assistant General Service Officers (A/GSO), as well as general office support to the General Services Office comprising of approximately 106 employees. Serves as the first point of contact for all Embassy employees, both American and locally hired, for GSO questions and issues. Provides interim support to GSO/Housing and GSO/Travel units as needed.

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 (12 years of school).
2. **Experience**: Two to three years of experience in real estate, administration, personnel or related field is required.
3. **Language Requirements**: Level IV (fluent) English and Level III (good working knowledge) Arabic.
4. **Knowledge/Other Criteria**: Must understand the organizational structure of the Embassy and its personnel. Must possess substantive command of GSO operations, delegation of work, and how units interact with one another. Must have a good working knowledge of basic regulations pertaining to all units in order to answer customer questions and give advice to new officers at post. In addition, knowledge of cashiering, procurement, and housing make ready process is required. Empathy, tact, and flexibility are essential in handling demanding customers and multiple, rapidly changing GSO priorities. Must understand Saudi and OBO standard lease terms to manage lease files and prepare renewal documents accordingly.
5. **Other Skills**: Incumbent is the first point of contact in the General Services Office, managing requests for all 6 GSO units as well as significant daily interaction with OBO, the Char force, and Gardening Contractor. Maintains good working relationships with all sections of the Embassy to expedite customer service and follow up on GSO issues and actions. Exercises significant autonomy and provides recommendations/advice to the constant flow of individuals requiring GSO services irrespective of title or rank. Reviews all submitted forms for completion, ensures forms are time-stamped and signed by the appropriate American supervisor, and routes to the appropriate unit immediately. Provides general advice to customers on a range of issues, including recommended vendors, directions, instructions for filling out forms, and other questions, displaying a thorough knowledge of Embassy operations.

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 EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
3. EFM's 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.
7. 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

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 card/ 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, American Embassy, Riyadh, or

By mail: Human Resources Office, Riyadh

P. O. Box 94309, Riyadh 11693

By e-mail: HRORiyadh@state.gov

FAX: 01-488-7765

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) SATURDAY, MARCH 10, 2012

The US 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.