



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

11- 97	VACANCY ANNOUNCEMENT - RIYADH	09/24/2011
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RE-ADVERTISEMENT

OPEN TO	APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFMS-ALL AGENCIES)
POSITION	SECURITY ESCORT POSITION # 97-077-007
OPENING DATE	WEDNESDAY, AUGUST 24, 2011
CLOSING DATE	WEDNESDAY, SEPTEMBER 14, 2011
WORK HOURS	JOB-SHARED WORK SCHEDULE (20 HOURS PER WEEK)
SALARY	NOR/FP-09: US\$ 31,963, ANNUAL SALARY (SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM). SALARY WILL BE PRORATED BASED ON ACTUAL WORKING HOURS. POSITION'S GRADE/STEP WILL BE APPROVED BY WASHINGTON. ALL FEDERAL AND STATE TAXES WILL BE DEDUCTED.
NOTE	THE ACTUAL HIRING FOR THIS POSITION WILL BE CONTINGENT UPON AVAILABILITY OF FUNDS

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.

The U. S. Mission in Riyadh, Saudi Arabia is seeking an Appointment Eligible Family Member for employment in country for the position of a job-shared **Security Escort** in the Facility Maintenance section of the U. S. Embassy in Riyadh, Saudi Arabia.

BASIC FUNCTION OF THE POSITION

Under the direct supervision of the Facility Manager the incumbent will perform all duties of escort, by monitoring and escorting non-cleared personnel. The position will be job-shared; full time; or part time. Some after-hours, weekend, and holiday work may be required.

QUALIFICATIONS REQUIRED

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

1. **Education**: High school diploma.
2. **Prior Work Experience**: At least one year of prior U.S. Government experience is required.
3. **Language Proficiency**: Level III (Good Working Knowledge) in English Speaking/Reading/Writing, is required.
4. **Knowledge/Other Criteria**: Thorough knowledge of regulations governing control and protection of classified materials set out in 12 FAM, as well as post-specific security access procedures; the proper use of security-related equipment (radio, destruction, etc.); familiar with the general layout of mission grounds and facilities.

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. **Security Clearance**: The applicant must be able to obtain and hold a **Secret** security clearance.

TO APPLY

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Copy of valid resident permit
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

By mail – Human Resources Office, Riyadh
P.O. Box 9430, Riyadh 1163, Saudi Arabia

By Fax: 966 (1)-488-7765

Email address: AhmedFS@state.gov, HRORiyadh@state.gov

POINT OF CONTACT

Human Resources Office

Telephone: 966 (1) 488-3800 (Ext. 4925)

Email address: AhmedFS@state.gov

DEFINITIONS*

1. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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 US Citizen.

4. 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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR): A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE: CLOSE OF BUSINESS (1700HRS) WEDNESDAY, SEPTEMBER 14, 2011

PLEASE NOTE THAT SHORT LISTING AND INTERVIEWS ARE NORMALLY COMPLETED WITHIN FOUR WEEKS OF THE CLOSING DATE. PLEASE ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL IF YOU HAVE NOT HEARD FROM US WITHIN FOUR WEEKS OF THE CLOSING DATE.

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.