

U.S. Mission to Tunisia

JOB ANNOUNCEMENT # 20/15

July 31, 2015

SUBJECT: Supply Clerk-General Service Office

OPEN TO: All interested candidates.

POSITION: Supply Clerk, FSN-5/ FP-9

OPENING DATE: Friday, July 31, 2015

CLOSING DATE: Monday, August 17, 2015

WORK WEEK: 40 hours per week

SALARY: Ordinarily Resident: TD 17,492 gross annual salary (Position is graded at the full performance level of Grade: FSN-5)

*Not-Ordinarily Resident: US\$ 31,963 p.a. (Starting Salary)
(Position Grade: FP-9 is confirmed by Washington)

DEPENDING ON QUALIFICATIONS & EXPERIENCE, THE US MISSION RESERVES THE RIGHT TO HIRE SELECTED CANDIDATE AT A LOWER TRAINEE GRADE LEVEL.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Tunis is seeking an individual to fill the position of Supply Clerk.

BASIC FUNCTION OF POSITION:

Serves as receiving clerk for all Mission incoming expendable and non-expendable shipments to include both onshore and offshore purchased merchandise.

Serves as back up to the Warehouse Manager

MAJOR DUTIES AND RESPONSIBILITIES:

- Receives all ordered expendable and non-expendable property for State and for all other agencies at Post: performs all receiving functions including unpacking, identifying, checking for any damage and comparing quantities received against Procurement files.

- Writes Receiving and Inspection Reports and fills in Discrepancy Reports when necessary.
- Keeps and maintains the stock of tablecloths: Makes sure they are clean, ironed and ready for use when requested, makes sure the quantity kept is always sufficient and replenishes the stock as necessary.
- Receives requests from via eServices and assures the tablecloths requested are delivered and picked up on time and as requested.
- Maintains the curtains stock: Follows up on new curtains, makes sure old one are sorted out and cleaned and ready for re-installation. Keeps a well inventoried curtain stock.
- Keeps and maintains the stock of the 4th of July supplies: Makes sure supplies are in good condition and ready to use and otherwise places ARIBA requests to replace old items or add new items.
- Serves as back up for the Warehouse Manager or assists when and as needed

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 71-107-320 or 71-107-136.

REQUIRED QUALIFICATIONS:

Education: Completion of high school required.

Work Experience: Two years of either supply, receiving, computer data entry, or related experience required of which one year should be in a company, an Embassy or associated agency of 100 employees or greater.

Language: Level III English Language ability required. Level II French and Arabic are required.

Knowledge: Must have a general knowledge of DOS and associated agencies receiving instructions and all procedures that apply to property management. Must be able to follow written and verbal instructions and must have basic computer knowledge.

Skills and Abilities: Must be able to deal tactfully and effectively with colleagues and American and Tunisian personnel of all agencies. Must be able to identify discrepancies or damages when receiving a shipment and report them to responsible parties.

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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. Current employees serving a probationary period are not eligible to apply.
3. 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.
4. 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 their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

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

1. Application for US Federal Employment (SF-171 or OF-612); or
a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

These employment applications can be found on our Mission's webpage on the Internet at http://tunis.usembassy.gov/job_opportunities.html.

SUBMIT APPLICATION TO:

E-mail: tunisapplicants@state.gov

Fax: 71-107-080

Regular mail:

Human Resources Office
American Embassy Tunis
Les Berges du Lac
1053 Tunis, Tunisia

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, 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 FOR THIS POSITION: Monday, August 17, 2015.

The US Mission in Tunisia 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.

Drafted, Approved and Cleared in accordance with Post Regulations

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