



U.S. Consulate General, Dubai ✧ Human Resources Office

VACANCY ANNOUNCEMENT
Protocol Assistant (Trainee Level)
Announcement Number: V-16-066T

The Protocol Assistant position is being advertised simultaneously at full performance and trainee levels. Candidates applying for V-16-066T will be considered for V-16-066. Therefore, candidates need only apply for one of these two vacancy announcements to be considered.

OPEN TO: All Interested Candidates / All Sources
POSITION: Protocol Assistant
OPENING DATE: August 28, 2016
CLOSING DATE: September 11, 2016
WORK HOURS: Full-Time; 40 hours/week
SALARY: Ordinarily Resident (OR): AED 118,399 per annum (Starting Salary)
(Benefits are paid in addition to salary) (Position Grade: FSN-8)

For Not-Ordinarily Resident (NOR) in UAE: US \$46,093 per annum
(Starting Salary) (FP-6 to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see definitions below) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

The U.S. Consulate General in Dubai is seeking eligible and qualified applicants for the position of Protocol Assistant (Position No. D00010) in Executive Office.

BASIC FUNCTION OF POSITION

The incumbent assists the Consul General with a variety of protocol-related matters, such as providing protocol guidance, protocol liaison and setting up appointments/meetings with the Dubai and N. Emirates governments and with representatives of the Consular Corps and private sector. Serves as ConGen's main point of contact for the Ministry of Foreign Affairs Protocol Department in Dubai as well as the protocol departments of the Dubai and N. Emirates governments and provides protocol guidance for VIP visits to the Dubai consular district. As required, accompanies the Consul General and senior American Officials to meetings, providing Arabic-English interpretation. Plans and coordinates official receptions through managing the Contact Management Database, including drafting invitations, following-up on RSVPs, and welcoming guests to official events. Develops and maintains a large network of contacts with all office directors in all government offices in Dubai and N. Emirates as well as with personal assistants of private sector business representatives.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education/Experience:

- Bachelor's or equivalent college degree required **and** a minimum of four years of specialized secretarial, executive secretarial, and/or protocol experience providing support for official visitors, ceremonies, conferences and special events management.

OR

- Two (2) years of general college studies required **and** a minimum of six years of specialized secretarial, executive secretarial, and/or protocol experience providing support for official visitors, ceremonies, conferences and special events management.

Language: (This will be tested)

- Level IV (Fluent) Written and Spoken English is required.
- Level IV (Fluent) Written and Spoken Arabic is required.

Job Knowledge:

- Must have comprehensive knowledge of UAE protocol guides, of the general etiquette and social mores of the country, and of those aspects of the political structure and situation of the country affecting protocol.

HIRING PREFERENCE SELECTION PROCESS:

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

****** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: Local Security Certification.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

- Completion of the Universal Application for Employment (Form DS-174), which is available on our website: <http://abudhabi.usembassy.gov/jo.html>, is **mandatory**.
- A resume may be attached but may NOT be used as a substitute for the DS-174.
- Applications submitted after the closing date will not be considered.
- Applications exceeding 1 MB will not be accepted.
- Unless specified above, do not provide us with certifications, photographs, or scans of any documentation at this time. Additional documentation may be requested only if the applicant is selected for an interview.
- EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
- **List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)**
- SUBMIT APPLICATION TO:

AbuDhabiRecruitments@state.gov

(Please note “V-16-066T Protocol Assistant” in the subject line of the email)

EQUAL EMPLOYMENT OPPORTUNITY

The U.S. Mission 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.

APPENDIX A - DEFINITIONS

1. Eligible Family Member (EFM)

An EFM for employment purposes is defined as an individual who meets all the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child and a child under legal guardianship of the employee, spouse, or same-sex domestic partner when such child is expected to be under such legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

2. US Citizen Eligible Family Member (USEFM)

A USEFM is an individual who meets **all** of the following criteria:

- US Citizen; **and**
- Spouse or same sex partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- Resides at an involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3. Appointment Eligible Family Member (AEFM)

An AEFM is an individual who meets **all** the following criteria:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**

- Does NOT currently receive a U.S Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4. Member of Household (MOH)

A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of the sponsoring employee.

5. Not Ordinarily Resident (NOR)

An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**
- Has a US Social Security Number (SSN); **and**
- Is not a citizen of the UAE; **and**
- Does not ordinarily reside in the UAE; **and**
- Is not subject to UAE employment and tax laws.

6. Ordinarily Resident (OR)

An individual who meets the following criteria:

- A citizen of the UAE; **or**
 - A non-citizen of the UAE (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; **and/or**
 - Is subject to UAE employment and tax laws.
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