



RECRUITMENT
U.S. EMBASSY SANA'A

VACANCY ANNOUNCEMENT NUMBER: 68/14

OPEN TO: All Interested Candidates

POSITION: INL Assistant, FSN-09

OPENING DATE: **August 26, 2014**

CLOSING DATE: **September 08, 2014**

WORK HOURS: Full Time (48 hours/week)

SALARY: **FSN-08 (Trainee Level)** US\$ 20,852 per year starting salary plus US\$7,000 in benefits and allowances.
After confirmation of successful completion of one year, incumbent will be promoted to **FSN-09 (Full Performance Level)** US\$25,033 per year plus \$8,500 in benefits and allowances

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Sana'a is seeking an individual for the position of INL Assistant for the INL Director in the POL/ECON Section.

BASIC FUNCTION OF POSITION:

The incumbent works under the direct supervision of post's International Narcotics and Law Enforcement (INL) Justice Sector Programs Director. In the absence of the INL Director, the incumbent reports to the Political/Economic Section Chief (POL/E). The incumbent is responsible for: planning, scheduling, and organizing INL-sponsored criminal justice training programs and conferences held in Yemen; maintaining records of program expenses and obligations and preparing vouchers; serving as program manager for a specific portfolio of programs; assisting officers in identifying appropriate contacts and making appointments; accompanying officers, including the Ambassador, on calls when requested; tracking criminal justice developments in Yemen; preparing reporting material as directed; translating and interpreting as necessary; drafting and reviewing input for major reports and documents including but not limited to Amended Letters of Agreement, End Use Monitoring Reports, and INL Yemen funding requests for proposed projects; ensuring that all requirements for implementation of training programs are met including ongoing and post-project evaluation, and that the implementation properly adheres to the applicable Letter of Agreement with the Government of Yemen or the applicable project plan submitted by an IO or NGO; supervising INL-

funded personnel in Yemen, including TDY personnel in-country, contractors, and other personnel as requested.

Please email hrosanaa@state.gov for the complete position description.

QUALIFICATIONS REQUIRED:

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

A. Education:

University degree in political science, justice, law, comparative law, or law enforcement is required.

B. Prior Work Experience:

Three years of progressively responsible experience in program management in the fields of justice, rule of law, or law enforcement.

C. Language Proficiency:

Level IV (fluent) in English. Level IV in Arabic is required.

D. Job Knowledge:

Thorough understanding of U.S. government regulations including procedures regarding procurements and payment for services; knowledge of MS Office suite; thorough knowledge of Yemeni legal, political, social and law enforcement institutions. A clear understanding of U.S. foreign policy and objectives vis-à-vis the host country concerning the criminal justice sector, border security, and transnational crime, including terrorism.

A thorough understanding of the goals and the mission of the INL program. Thorough knowledge of the host country political, legal, social, economic and religious systems, including government and administrative practices, law enforcement procedures and institutions, etc.

E. Skills and Abilities:

Must possess excellent oral and written communication skills and exercise professionalism when communicating with individuals within and outside the Mission. Must be able to multi-task and complete projects on time, work independently, and make sound decisions. Must be able to deal effectively with persons within and outside the U.S. Mission, and must demonstrate confidence and professionalism in order to gain cooperation. Must be able to provide translations and interpret Arabic and English. Must be able to exercise diplomacy and tact in dealing with local officials and other Embassy officers as required. Must be able to develop and maintain an extensive range of high level and working-level contacts.

SELECTION PROCESS:

When fully qualified, U.S. citizen eligible family members (USEFMs) and U.S. 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.
6. The candidate must be able to obtain and hold a **normal** security clearance.

TO APPLY

Interested candidates for this position must submit the following for **consideration** of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. Application must be received by the closing date specified on the announcement. Applications received after this date will not be considered.
7. Applications are **only** accepted in English.

SUBMIT APPLICATION TO

Human Resources Office
Dahr Himyar Street, Sa'awan, Sana'a Yemen

E-mail: hrosanaa@state.gov

CLOSING DATE FOR THIS POSITION: September 08, 2014

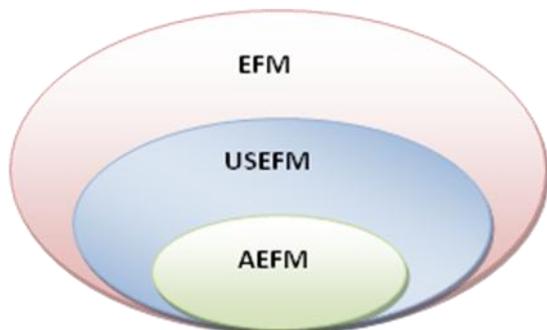
Embassy Sana'a maintains a drug-free workplace.

The US Mission in Sana'a 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: HR: SAIQubaisi
Cleared: INL: BPoliquin; HRS- Slstrola
Approved: HRO: RColes

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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, 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.

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 U.S. 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 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).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References