

Administrative Notice Sanaa, Yemen

January 23, 2011

Number: 7/11

Subject: Job Vacancy (DIRECTOR OF TRAINING)
Distribution: All FSNs

OPEN TO: All FSNs

POSITION: DIRECTOR OF TRAINING

OPENING DATE: January 23, 2011

CLOSING DATE: February 7, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident:
- FSN – 09 (Trainee Level) US \$ 16,103 per annum starting salary
- US \$4,000 approx. in benefits and allowances.

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

The U.S. Embassy, Sana'a is seeking an individual for the position of a **Director of Training** within its organization.

BASIC FUNCTION OF POSITION

Incumbent's primary responsibility is management and execution of the Office of Military Cooperation's (OMC) annual \$1.0 to \$1.5 million dollar training program for Yemen Ministry of Interior and Ministry of Defense military forces and serves as the Chief OMC's and OMC office special advisor, translator, and interpreter for all correspondence, meetings, and interactions with Yemen MOD, MOI, and other government agencies.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Schedule and coordinate 30 US training courses annually for Yemeni Ministry of Interior (MOI) and Ministry of Defense (MOD) officers. Provide Republic of Yemen Government (ROYG) with information of available courses, coordinate seats for Yemen requested courses, and validate ability of Yemen nominees to meet requirements for courses. Coordinate visas, travel arrangements, lodging, and briefings for all Ministry of Interior (MOI) and Ministry of Defense (MOD) members attending courses in the US. Monitor all students progress while in the US and until return to Yemen.

2. Serve as alternate budget officer for the Office of Military Cooperation's annual \$200K dollar administrative budget.
3. Attend U. S. Central Command (USCENTCOM) training conferences, and coordinate with CENTCOM training officers, and US Army, Navy, Marine, Air Force, and Coast Guard training officers in the U.S.
4. Responsible for all logistics in support of US training teams to Yemen, including transportation, lodging, translator support coordination, and security coordination with host government forces.
5. Coordinate all meetings between Chief OMC and MOI, MOD representatives. These include office calls, ministerial working level meetings, and events. Translate for Chief OMC, and Ambassador with Minister of Interior, and Minister of Defense for all military-related matters.
6. Develop training engagement plans for the Government of Yemen utilizing Foreign Military Sales (FMS) training programs, the International Military Education Training (IMET) program, and the Extended International Military Education and Training (E-IMET) program.
7. Help co-ordinate through USCENTCOM with Yemen for the acquisition and procurement of Excess Defense Articles (EDA), and facilitate the Civil Affairs and Horn of Africa programs.
8. Provide translation and interpretation services and is responsible for all formal correspondence between OMC and MOI, MOD, and other government ministries. Serve as primary assistant for all English Comprehension Level (ECL) testing of MOI and MOD officers
9. Assist other U.S. military groups in coordination of the execution of their programs with the various Yemen Government Agencies.
10. Liaise with the Consular Section in facilitating visa requests and resolving visa issues pertaining to students attending training under the FMS, IMET, or E-IMET training programs.
11. Supervise one personal services contractor.
12. Manage the Security Assistance Automated Resource Management System (SAARMS) for the Security Assistance (T20), and Operations and Maintenance (O&M) budget allocated to Yemen.

QUALIFICATIONS REQUIRED

A. Education:

Bachelor's Degree in Business Administration, Management or Training is required.

B. Prior Work Experience:

Minimum 4 years of progressive management work experience is required, preferably in training, management and financial fields. Government or military service experience is highly desirable. A strong IT background is also desirable.

C. Language Proficiency

Fluent (level V) verbal and written English skills. Fluent (level V) verbal and written Arabic skills.

Must demonstrate ability to work independently.

D. Job Knowledge:

Knowledge of United States Central Command (USCENTCOM), specifically operational and administrative requirements to effectively manage programs.

Knowledge of Yemeni Ministry of Defence (MOD), and Ministry of Interior (MOI) military training programs, processes and interoperability requirements.

E. Skills and Abilities:

Able to work without supervision. Strong organization and communication skills. 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. Diplomacy and tact in dealing with local officials and other Embassy officers is required. Ability to organize, plan and manage multiple projects with limited guidance is critical. Highest ethical standards consistent with programmatic and fiscal responsibilities are essential. Possess good computer skills and develop additional skills as necessary to perform duties. Excellent writing skills in English and Arabic required.

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 U.S. 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 Not Ordinarily Resident (NORs) employees 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 an FSN 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.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Samira Istrola
Dahr Himyar
Sa'awan Street
Sanaa, Yemen
Email Address: hrosanaa@state.gov

POINT OF CONTACT

Name: Saleh Alqubaisi
Telephone: 755-2028
FAX: 967-1-303182

CLOSING DATE FOR THIS POSITION: February 7, 2011

The U.S. Mission in Sanaa, Yemen 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.

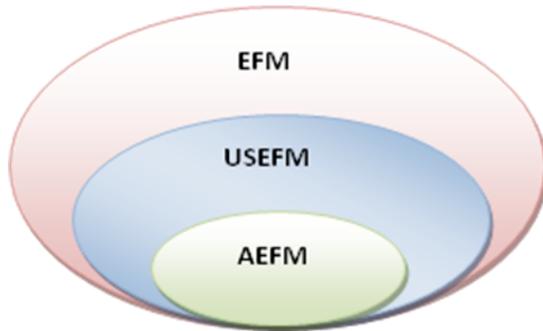
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: Sistrola

Cleared: JDicicco

Approved: TRenner

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 relative of an 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 Chief of Mission (COM) authority, or at an office of the American Institute in Taiwan; and either:
 - a. 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
 - b. 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. A 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.

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 local compensation plan (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 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 Universal Application for Employment.

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 veteran's hiring preference
- O. Education
- P. License, skills, training, membership, & recognition
- Q. Language skills
- R. Work experience
- S. References