

# Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT  
NUMBER: 11-111**

**SUBJECT:  
Attorney, FSN-09**

**DATE: 07-20-11**

**OPEN TO:** All Interested Candidates/All Sources

**FROM:** Human Resources Office

**POSITION:** Attorney, FSN-9; FP-5\*

**OPENING DATE:** July 20, 2011

**CLOSING DATE:** August 3, 2011

**WORK HOURS:** Full time: 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): 29,900 USD p.a. (Starting Basic salary)  
(Position Grade: FSN-9)

\*Not-Ordinarily Resident (NOR): 50,043 USD p.a. (Starting Basic salary)  
(Position Grade: FP-5).

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

The U.S. Embassy in Baghdad is seeking individuals to fill the position of **Attorney** in the **Office of the Legal Adviser (OLA)**.

## **BASIC FUNCTION OF THE POSITION**

The incumbent is responsible for assisting American Attorneys in the Office of the Legal Adviser with research and analysis of Iraqi law, translation and interpretation. In addition, the incumbent will assist in meetings and negotiations with Iraqi government officials.

## **QUALIFICATIONS REQUIRED**

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

1. A law degree from an accredited college or university equivalent to the Juris Doctor degree in the United States is required.
2. Minimum Five (5) years professional legal experience related to Iraqi law and its interpretation is required.
3. English and Arabic Speaking/Reading/Writing Level IV (Fluent) is required. **Language proficiency will be tested.**
4. Must have thorough knowledge of substantive and procedural Iraqi law, history, cultural sensitivities, protocol of local community and understanding of Iraqi legal system.
5. Must have good knowledge of MS Office computer applications.

## **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 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**

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and e-mailing it to [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov).

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/iraqis-jobs-opportunities.html>

**E-mails received without the appropriate subject line will not be considered. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: VA 11-111 Attorney**

The Universal Application form is also available at the U.S. Embassy Baghdad internet:

<http://iraq.usembassy.gov/iraqis-jobs-opportunities.html>

### **CLOSING DATE FOR THIS POSITION: AUGUST 3, 2011**

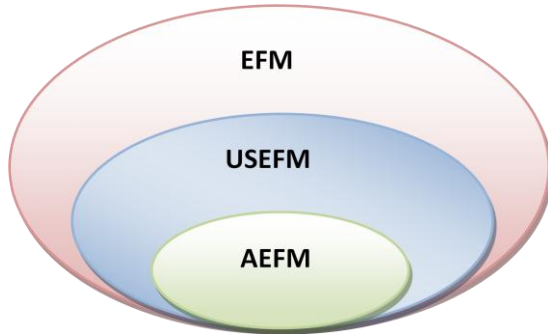
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve 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.

Approved: SHRO/WG  
Cleared : AA/RC  
Drafted : HRA/HS

## Appendix A

### DEFINITIONS



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

1. **Eligible Family Member (EFM):** An individual related to a US 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. **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](#).

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, 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 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

# Vacancy Announcement

U.S. Embassy, Iraq



<b>Announcement Number: 11-111</b>	<b>SUBJECT: Attorney, FSN-9 Major Duties and Responsibilities</b>	<b>Opening Date: 07/20/2011  Closing Date: 08/3/2011</b>
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The incumbent will provide advice regarding a wide variety of issues involving Iraqi law. Duties will include research, review, translation and analysis of Iraq's Constitution, laws and pending legislation for US Embassy Baghdad's Office of the Legal Adviser. The Office of the Legal Adviser will rely on the incumbent's strong judgment and depth of experience working in the Iraqi legal system. The incumbent is expected to be self-motivated and capable of taking on projects without close supervision.

The incumbent will also be required to keep abreast of developments in Iraqi law, and will have primary responsibility for the further development of the Office of the Legal Adviser's library of Iraqi law. On occasion, the incumbent will advise on pre-occupation Iraqi laws and their interaction with laws from the CPA era and the present government.

The incumbent needs to be innovative and a self-starter in finding reference materials in order to address legal inquiries. The incumbent will sometimes be called on to identify Iraqi law relevant to particular matters and provide analysis on a very short timeline. Strong internet research skills are vital, as well as proficiency, or ability to quickly develop proficiency, with Microsoft Word and occasionally Excel.

The incumbent will work with Iraqi government officials to help strengthen the Office of the Legal Adviser's relations with Iraqi Government lawyers.

The incumbent will provide appropriate assistance in the negotiation of agreements with the Iraqi Government; translate Arabic language laws, regulations and other documents; analyze legal documents, perform legal research, prepare legal memorandum and opinions, and participate in negotiations with Iraqi interlocutors.