

# Vacancy Announcement



U.S. Embassy Iraq

<b>ANNOUNCEMENT NUMBER: 11-117 (T)</b>	<b>SUBJECT: Language Instructor FSN-06 (Trainee Level)</b>	<b>DATE: 07-31-11</b>
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**OPENT TO:** All Interested Candidates/All Sources

**FROM:** Human Resources Office

**POSITION:** Language Instructor (Trainee Level), FSN-06; FP-08\*

**REFERENCE:** Language Instructor, FSN-07; FP-05  
(FULL PERFORMANCE LEVEL VA 11-117)

**OPENING DATE:** July 31, 2011

**CLOSING DATE:** **August 14, 2011**

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

**SALARY:** \*Ordinarily Resident (OR): 18,782 USD p.a. (Starting Basic salary)  
(Position Grade: FSN-06)

\*Not-Ordinarily Resident (NOR): 35,753 USD p.a. (Starting Basic salary)  
(Position Grade: FP-08)

**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 an individual for the position of **Trainee Language Instructor** in the Human Resources Office.

## **BASIC FUNCTION OF THE POSITION**

The incumbent develops curriculum and teaches classes in Arabic using the techniques, methods and training materials provided by the Department of State's Foreign Service Institute to all Mission Agencies. Assigns lessons, corrects faulty pronunciation, improper tone pattern, and faulty structure by using intensive drills of various kinds. Schedules review of subject matter and tests to determine student's progress. Periodically schedules students for tests and advises Post Language Officer of progress of students and suggests transfer of students to other classes if their progress clearly exceeds other class members or if their progress is so much slower that it is delaying the advance of the class. Classes taught may range from the beginning level to more advanced levels

## **QUALIFICATIONS REQUIRED**

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

1. Possession of a university degree is required.
2. One (1) year of experience teaching Arabic as a foreign language to English-speaking adults is required.
3. Level V (Professional Translator/Interpreter) Arabic with linguistic sophistication and Level III (Good Working Knowledge) English is required (**Language proficiency will be tested**).
4. Thorough knowledge of structure and mechanics of Arabic, comparative Arabic-English structure, basic linguistics, and linguistic terminology is required.
5. General knowledge of economic, political, social, religious and cultural issues and trends throughout the Arab world is required for teaching area studies in the context of meaningful job-related activities.
6. The incumbent must be able to speak "Educated Spoken Arabic" (ESA), understanding its nature and the appropriate balance between ESA, Classical Arabic, and regional dialects.

## **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.

## **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 emailing 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 the link below:

<http://www.state.gov/documents/organization/136408.pdf>

**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: VA11-117 (T) Language Instructor – Trainee Level**

**CLOSING DATE FOR THIS POSITION: AUGUST 14, 2011**

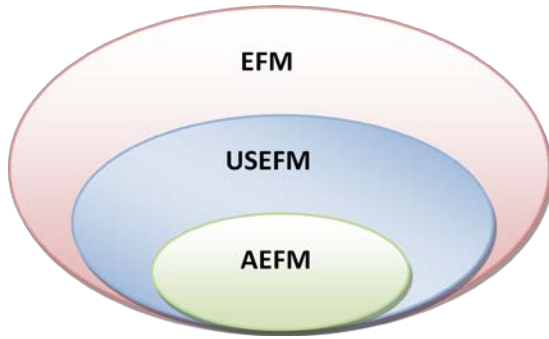
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve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

## **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.

EFM's 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: 11-117 (T)</b>	<b>SUBJECT: Language Instructor – Trainee Level - FSN-06 Major Duties and Responsibilities</b>	<b>Opening Date: 07/31/2011</b> <b>Closing Date: 08/14/2011</b>
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### **CURRICULUM INSTRUCTION**

**75% OF TIME**

The instructor provides a model of native fluency in spoken and written Arabic teaching beginner, intermediate and advanced levels of ESA to students of different linguistic levels, aptitudes and learning styles, including those for whom standard course materials and curricula are not appropriate. The instructor will determine which are the most effective learning tools/tasks which ensures students can perform at the highest level of success. The instructor determines student needs to initiate changes in course content, and develops and presents special materials and media to meet the learning and job-

related needs of individual students. The instructor undertakes special projects to enhance the quality of instruction.

The instructor teaches advanced conversation skills in which structure, vocabulary, and usage may differ notably from the literary language. The incumbent guides students through the technical vocabulary and idiom of a wide variety of authentic written material. The instructor explains accurately and succinctly complex grammatical structures, drills the students in structural exercises, and corrects errors in pronunciation, structure and syntax as they arise. The incumbent is expected to function independently in devising special drills or solutions to specific learning problems, to guide students in progressively freer and more sophisticated conversation, and prescribes the use of taped or video recordings or other learning aids as necessary. The incumbent continually guides and counsels students in both Arabic proficiency and language acquisition styles, and evaluates their progress in speaking, reading and listening comprehension.

The instructor is responsible for the organization and presentation of language and culture instruction in class. The incumbent serves as a "cross-cultural" specialist who combines native culture and language with a broad range of knowledge of the English language and American culture to train Foreign Service Officers and other foreign affairs professionals. The incumbent ensures that instructional content is job-related and must be well-versed on political, social, cultural, economic, and religious currents throughout the countries in which Arabic is spoken. The incumbent should become familiar with the functions and duties of all cones within the U.S. Foreign Service. The incumbent should also aim to increase his/her knowledge of the role of all U.S foreign affairs agencies overseas, including the Department of Defense.

## **CURRICULUM AND COURSE MATERIAL DEVELOPMENT**

**25% OF TIME**

The incumbent develops, modifies, improves and uses special materials as required by individual needs of the students. Additionally, the incumbent should update/modify training materials to reflect changes and advancements in teaching methods. The incumbent collects authentic speech data to record audio-visual materials for use in computer-assisted language learning materials to aid students in instruction. The instructor incorporates new approaches to teaching and applies and adapts knowledge and techniques in training learned from other sources.