



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

11-90

VACANCY ANNOUNCEMENT - JEDDAH

08/17/2011

OPEN TO	ALL INTERESTED APPLICANTS
POSITION	GSO (General Services Office) Assistant FSN-08, NEW POSITION # 100281
OPENING DATE	Wednesday, August 17, 2011
CLOSING DATE	Wednesday, August 24, 2011
WORK HOURS	Full-time; 40 hours/week
SALARY	* ORDINARILY RESIDENT: POSITION GRADE: FSN-08, SR.77,702 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES) *NOT ORDINARILY RESIDENT (NOR): --POSITION GRADE: FP-06 US\$ 44,737 (SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM) --GRADE DETERMINATION WILL BE APPROVED BY WASHINGTON. --U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.
NOTE	THE ACTUAL HIRING FOR THIS POSITION WILL BE CONTINGENT UPON AVAILABILITY OF FUNDS

NOTE:

- **ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT AND/OR RESIDENCY PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.**
- **ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.**

BASIC FUNCTION OF POSITION

Serves as the principal and expert Assistant to the General Service Officer with responsibility for planning and executing the administrative management functions for the Jeddah Consulate.

QUALIFICATIONS REQUIRED

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

1. **Education:** Bachelor's Degree in business administration or equivalent college degree is required.
2. **Experience:** Three to five years of progressively responsible management experience in addition to one year journeyman level experience in one of the GSO functions, especially in Travel.
3. **Language Requirements:** Level IV (Fluent: Read, Write, Speak) in English.
4. **Knowledge/Other Criteria:** Knowledge of the overall functions of the administrative operations of a consulate, together with an understanding of its relationship to outside entities such as the Embassy, the State Department, and the local host government. This position requires the ability to adapt the culture of US government operations with Saudi business practices.
5. **Other Skills:** Problem solving skills are essential. Several aspects of the position require these skills to provide the correct solutions quickly consistent with the outstanding customer service that our clients come to expect. A good percentage of the GSA's time is spent resolving the unique issues associated with maintaining a Consulate Compound. These issues can range from routine maintenance problems like a water leak to more complex facilities concerns like the repair of a faulty telephone line.

SELECTION PROCESS

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates 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. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions **within the first 90 calendar days of that appointment.**
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the **first 90 calendar** days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
4. Current LE Staff employees of the Mission applying for vacant position announcements must have served a **minimum of twelve (12) months** in their current position in order to be considered for any vacant position.
5. 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.

TO APPLY

Interested applicants for this position must submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi residence/work permit.
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In person: Front Gate, U.S. Consulate General, Jeddah or

By Mail: Human Resources Office, P. O. Box 149, Jeddah 21411, Saudi Arabia

By e-mail: JeddahHR@state.gov

By Fax: 02-669-3075

POINT OF CONTACT

Human Resources Office

Telephone: 02-667-0080 ext.4119

DEFINITIONS*

1. 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 below) 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.

2. EFM: An individual related to a USG employee in one of the following ways:

- Spouse;
- 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.

3. 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 U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. AEFM (Appointment Eligible Family Member): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity or pension based on a career in the U.S. Civil; Foreign, or uniform services.

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 US Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE: CLOSE OF BUSINESS WEDNESDAY, AUGUST 24, 2011

PLEASE NOTE THAT SHORT LISTING AND INTERVIEWS ARE NORMALLY COMPLETED WITHIN FOUR WEEKS OF THE CLOSING DATE. PLEASE ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL IF YOU HAVE NOT HEARD FROM US WITHIN FOUR WEEKS OF THE CLOSING DATE.

The U.S. Mission in Saudi Arabia 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: SZIqbal; FSAhmed

Cleared: GSO: SWhite; MGT: RKorhonen; HRO: GSoriano; FMO: NBrown

Approved: MGT/C: ACBarkley