

U.S. Embassy, Amman

Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 16-118

OPEN TO: All Interested Candidates / All Sources

POSITION: **Recruitment Assistant**

OPENING DATE: **September 29, 2016**

CLOSING DATE: **October 13, 2016**

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR) in Jordan: FSN-06, JD 9,035 per year excluding allowances
Not-Ordinarily Resident (NOR) in Jordan: FP-08
Final grade/step for NORs will be determined by Washington.

BENEFITS (OR*): Excellent working conditions; pay for performance increases; premier medical insurance coverage for employee and family; 20 holidays per year (American and Jordanian); 13th and 14th month bonus; provident fund retirement plan; ample opportunity for on-line/ classroom training and personal development.

START DATE: The selected candidate must be able to start work within four weeks of final receipt of medical/security clearances, or their candidacy may not be considered.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions*) MUST HAVE THE REQUIRED JORDANIAN WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION, SUBJECT TO AND IN ACCORDANCE WITH LOCAL LABOR LAWS

The U.S. Embassy Amman is seeking an individual for the position of **Human Resources Assistant/ Recruitment Assistant** in the Human Resources section.

BASIC FUNCTION OF POSITION:

The incumbent of the position will provide administrative assistance to the Locally Employed (LE) Staff hiring program at post for State and all agencies that have signed the memorandum of agreement (MOA), and ensures that ICASS standards are met. Following confirmation of appropriate classification and funding, draft vacancy announcement (VA) for approval. Distribute and post VA on Embassy websites and external advertising, as applicable. Receive and forward applications electronically to designated recruiter. Provide information to prospective applicants concerning the Embassy recruitment procedures and processes, as well as results of screened applications. Following screening by the HR Program Assistant, prepare

memorandum of shortlisted candidates. Administer and/or schedule job-related tests. Schedule interviews, arrange for Embassy access, arrange for conference/interview rooms, collect interview questions from supervisors, and prepare interview packages. Draft final offers of employment for approval. Prepare medical and security clearance memos for distribution to selected candidate. Follow-up with each selected candidate on a weekly basis to provide medical and security clearance updates. Ensure vacancy tracker is maintained and all fields are completed on a daily basis. Prepare access request, badge request and schedule security briefings for new hires. Incumbent has assigned to him/her the complete planning and organization for job/career fairs throughout Amman. S/he will have no supervisory responsibility and will report directly to the local HR specialist, and reviewed by the American HR Officer.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** At least two years of college or university studies is required.
Supporting documents (diploma, certificates, etc.) must be included in the application for eligibility purposes.
يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق
- 2. Experience:** At least two years of progressively responsible experience in a customer service administrative field is required.
- 3. Language:** Level 4 in Levantine dialect Arabic (*Fluent*), Level 3 (*Fluent*) English is required. English proficiency will be tested.
- 4. Knowledge:** Expert knowledge of principles and processes for providing customer and personal services in a Human Resources environment is required. Excellent command of the English language and its structure, composition, spelling, and grammar is required. Knowledge of or ability to quickly learn the Department of State Locally Employed Staff recruitment process, 3 FAM 7000 and its corresponding 3 FAH, DOS regulations, employee handbook and local compensation plan is required. Steadfast adherence to the highest standards of professional conduct and commitment to uphold the integrity of all aspects of personnel administration consistent with all applicable and necessary regulatory guidance is required.
- 5. Abilities & Skills:** Excellent interpersonal and communications skills and ability to coordinate and liaise with a diverse range of offices and personalities to achieve superior services for internal and external customers is required. Attention to detail, tact, discretion, good judgment, respects for diversity, patience, empathy and ability to listen is required. A keen aptitude to work independently and ability to solve problems after accurately interpreting regulations is required. Organizational and time management skills to prioritize, determine logical steps, and accomplish workload in order to meet deadlines. Ability to accurately draft written documents using proper English is required. Ability to develop and comfortably represent the U.S. Embassy image and recruitment procedures to external candidates at job fairs and other external events. Thorough use of Microsoft Office suite (Excel, Outlook, and Word) is required.

HIRING PREFERENCE SELECTION PROCESS:

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

AEFM / USEFM who is a preference-eligible U.S. Veteran*

AEFM / USEFM

FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR* employees serving a probationary period are not eligible to apply. Current OR* employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR* employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFM, USEFM, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.
5. The candidate must be able to obtain and hold a local security clearance

HOW TO APPLY:

Applicants must submit the following documents to AmmanEmployment@State.gov to be considered. Failure to do so may result in a determination that the applicant is not qualified. Please note "VA 16-118, Recruitment Assistant" in the subject line of the e-mail.

All application packages must include:

1. Universal Application for Employment (UAE) for U.S. Federal Employment DS-174 which is available on our website http://jordan.usembassy.gov/job_opportunities.html.

2. Any additional documentation that supports or addresses the requirements listed above. Education certificates must be included or the application will not be considered.
3. Driver's license copy if applying for a position that requires driving a vehicle.
4. EFM*, USEFM*, and AEFM* applicants must clearly indicate their status in the text or subject line of their application.
5. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location). Any omission in this area, either intentional or unintentional, is cause for dismissal.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission 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.

***DEFINITIONS:**

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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; **and**
- Is under chief of mission authority.

EFMs are generally considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP. Two Exceptions: (a) EFMs without a U.S. Social Security Number are considered OR and paid on the LCP; and (b) non-US citizen EFMs who are in the country of their birth/citizenship are considered OR and paid on the LCP.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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; and resides at the sponsoring employee's post of assignment abroad; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

USEFMs are generally considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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; **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

AEFMs are considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP.

Member of Household (MOH) – An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

MOHs are hired on Personal Services Agreements (PSAs).

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and

- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

NORs are compensated under the FS or GS salary schedule, not under the LCP.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

ORs (including U.S. citizen ORs) are compensated in accordance with the Local Compensation Plan (LCP).