

U.S. Embassy, Amman

Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 16-128
(Two Positions)

OPEN TO: All Interested Candidates / All Sources

POSITION: DHS Administrative Assistant/Mission Support Assistant
--Position is located in Aqaba, Jordan--

OPENING DATE: **October 20, 2016**

CLOSING DATE: **November 03, 2016**

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR) in Jordan: FSN-07, JD 9,998 per year excluding allowances
Not-Ordinarily Resident (NOR) in Jordan: FP-07
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 opportunities 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

Please note that this position is located in Aqaba, Jordan and that no housing or moving allowance will be provided to the selected candidate

The U.S. Embassy Amman is seeking individuals for the position of Administrative Assistant in the Department of Homeland Security (DHS) - U.S Customs and Border Protection (CBP) office-Aqaba.

BASIC FUNCTION OF POSITION:

The incumbent of the position will assist U.S. Customs and Border Protection (CBP) Officers in Washington, D.C. in processing and conducting examination of U.S. bound maritime containers at the Port of Aqaba, Jordan. The position consists primarily of acting as a liaison between CBP officials in Washington, D.C. and their counterparts within Jordan Customs. It also includes a

broad responsibility of trouble shooting of IT equipment with some office administration related activities. Incumbent will prepare monthly and yearly budget reports. The incumbent determines the level of supplies required and prepares pertinent documentation for procurement. Prepares analysis of all expenditures related to the operations of CSI Aqaba. Incumbent will arrange and conduct meetings on behalf of CBP. The incumbent will be working on a rotating schedule 24X7 basis which includes evening, holiday and weekend schedule. Occasional travel is required to/from Aqaba and Amman. Incumbent must own personal transportation.

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:** University degree in Business Administration, Business Information System, Public Administration, and Social Science 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 an Administrative or Government services experience is required.
- 3. Language:** Level 4 in Arabic (*Fluent*), Level 3 (*Fluent*) English is required. English proficiency will be tested.
- 4. Knowledge:** A good knowledge of standard clerical /administrative routines including time management, managing paper flow, organizing files, objective setting and tasks prioritization is required. An understanding of the basic principles of good customer service is required. Good knowledge of host country geography and Jordanian Government entities is required. Good knowledge on how to monitor expenditures and their accuracy is required. Good knowledge on how to accurately prepare monthly reports is required. Good knowledge on how to request estimates for all types of purchases is required.
- 5. Abilities & Skills:** Excellent computer skills including Microsoft Office is required. Ability to work independently and to know where and when to solicit approval, advice and assistance is required. Excellent interpersonal and communications skills and ability to coordinate and liaise between U.S. CBP Officer, Jordanian Custom Officers, Embassy staff and outside business contact to achieve accurate examination of U.S. bound maritime containers at Port of Aqaba is required. Incumbent must possess excellent administrative and organizational skills. Incumbent must be able to manage sudden shifts in priorities, work extended hours without advanced notice. Knowledge to trouble shoot IT hardware and software is required. Ability to accurately draft written documents using proper English and Arabic is required. A valid Jordanian driving license (type 3) 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 16-128, DHS Administrative Assistant/Mission Support 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/> .
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).