

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 16-136

OPEN TO: Current Employees of the Mission - All Agencies and/or U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), or Declared Members of Household (MOHs) - All Agencies
(*This position requires a Moderate Risk Public Trust security certification*)

POSITION: FAC Administrative Assistant

OPENING DATE: November 7, 2016

CLOSING DATE: Until Filled

WORK HOURS: Part-time; 32 hours/week

SALARY: EFM*: Position Grade: FP-08, Estimated Starting Salary: \$17.65 per hours (All FP grades are subject to determination by HR in Washington, DC). Ordinarily Resident (OR) in Jordan: FSN-06

The U.S. Embassy Amman is seeking an individual for the position of Administrative Assistant in the Facility Management Office.

BASIC FUNCTION OF POSITION

The Administrative Assistant supports Facility Management Office (FAC) operations by managing all personnel-related issues, performing and monitoring administrative projects, and assisting the Facility Management Officer (FM), Deputy FM (D/FM), Assistant FM (A/FM), and FAC supervisors. The incumbent coordinates with and assists the LES Administrative Assistant with office management duties and performs a multitude of auxiliary duties as required.

QUALIFICATIONS REQUIRED

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.

1. **Education:** Completion of Secondary School is required.
2. **Experience:** At least 1-2 years in Administrative, Customer Service, Human Resources, Government services, or Para-professional sectors in a fast-paced multi-tasking environment is required.
3. **Language:** Level IV (fluent) English proficiency is required. Must be able to read and understand regulations, instructions, and related material as well as prepare correspondence and standardized reports.
4. **Knowledge:** If not familiar with already, incumbent will need to quickly become familiar with ILMS/Ariba, WebPass, eServices, eForms, Global Maintenance Management System (GMMS). Excellent working knowledge of the MS Professional Office suite to include Publisher is required.
5. **Abilities & Skills:** As the work environment is fast-paced, the ability to multi-task is required. Professionalism, integrity, initiative, discretion, personal responsibility, and good interpersonal relations skills are all required. Ability to draft Position Descriptions (PDs), management notices, policies, and memoranda, and provide guidance in the development of Work Development Plans (WDPs), Employee Performance Reports

(EPRs) is required. Must have good customer service skills and the ability to establish and maintain effective working relationships with others. The ability to adapt, improvise, and make decisions is required. Must have the ability to identify and recommend cost-effective corrective actions. Strong office management skills are required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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 EFMs, USEFMs, AEFMs, 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 public trust security certification.

TO APPLY

Interested applicants must submit their application and all supporting materials to AmmanEmployment@State.gov or it will not be considered. Please note "**VA 16-136, FAC Administrative Assistant**" in the subject line of the e-mail.

All application packages must include:

1. Submit the Application for U.S. Federal Employment [DS-174](#).
2. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the required qualifications for this position.
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. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference go to <http://www.opm.gov/veterans/>.
6. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location) in the DS-174. Any omission in this area, either intentional or unintentional, is cause for dismissal.

***DEFINITIONS**

1. **Eligible Family Member (EFM):** For employment purposes, an EFM is a spouse, domestic partner (DP- as defined in 3 FAM 1610), or unmarried child at least 18 years of age of a US direct-hire FS, CS, or uniformed service member who is:
 - Listed on the travel orders or approved OF-126 of a direct-hire FS, CS, or uniformed service member assigned to the Mission under COM authority; and,
 - Residing at the sponsoring employee's post of assignment abroad.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:
 - US citizen; and
 - The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee, who is an unmarried child 18 to 20 years old; and

- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US mission, and is under COM authority) and either:
 - a) Resides at the sponsoring employee's post of assignment abroad; or
 - b) Resides at an involuntary separate maintenance allowance (ISMA) location (the individual will not be listed on the sponsoring officer's travel orders, but will have a processed Form SF-1190 authorizing ISMA).

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders who do not meet all of these criteria are not USEFMs or AEFMs for employment purposes.

3. **Appointment Eligible Family Member (AEFM):** To be eligible for a Family Member Appointment or a TEMP appointment, an AEFM is:

- US citizen; and
- The spouse or a domestic partner (as defined 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child 18-20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US Mission who is under COM authority); and
- Residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a USG retirement annuity or pension from a career in the Foreign Service or Civil Service. US citizen military annuitant EFM's are FMA eligible.

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders or approved Form OF-126 who do not meet all of the criteria are not AEFMs or US citizen EFM's for employment purposes.

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. 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, 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 U.S. Citizen.

5. **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.

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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: Until Filled
An Equal Opportunity Employer

The U.S. Mission in Jordan 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.