

# U.S. Embassy, Amman

## Vacancy Announcement

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### VACANCY ANNOUNCEMENT NUMBER: 16-141

- 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
- POSITION:** **Human Resources Program Assistant**
- OPENING DATE:** **November 14, 2016**
- CLOSING DATE:** **November 23, 2016**
- WORK HOURS:** Full-time; 40 hours/week
- SALARY:** Ordinarily Resident (OR) in Jordan: FSN-08, JD 12,380, per year  
Not-Ordinarily Resident (NOR) in Jordan: FP-06  
*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); 13<sup>th</sup> and 14<sup>th</sup> month bonus; provident fund retirement plan; ample opportunity for on-line/ classroom training and personal development.
- START DATE:** The selected candidate is required to undergo and successfully pass a medical and security clearance. This process takes, on average, six months. Candidates will be expected to start work within four weeks of final receipt of clearances.

**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**

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The U.S. Embassy Amman is seeking an individual for the position of 'Human Resources Program Assistant' in the Human Resources Office (HRO).

### **BASIC FUNCTION OF POSITION:**

The individual will act as a servicing Human Resources (HR) professional for a group of Sections or Agencies, performing the full range of HR assistant duties such as recruitment, position staffing, in-out processing, oversee personnel actions and performance evaluations, and all other matters and queries related to the employment and retention of employees hired in Jordan. The incumbent is fully responsible for the use, maintenance, and management of the electronic recruitment and screening (e-Recruitment) for all local vacancies. She/he is

responsible for the new LE Staff position in-house LE Staff NSDD-38 processes for all signatory agencies. The individual is responsible for planning, development and implementation, as applicable, of one or more special projects as assigned by the supervisor. The individual must have 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. Maintain security of personally identifiable information (PII) on all documents at all times. 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.**

- Education:** Bachelor's degree in Human Resources, Management, Business Administration, Public Administration, Communications, English Language, Law, Social Behavioral Science or a related field is required.  
**Supporting documents (B.A) must be included in the application for eligibility purposes.**  
**يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق**
- Experience:** At least 3 years of progressively responsible experience in the field of Human Resources administration is required.
- Language:** Level 4 (*Fluent*) Arabic, Level 4 (*Fluent*) English is required. English proficiency will be tested.
- Knowledge:** Solid understanding of a wide range of HR programs, general human resources management, and Jordanian labor law is required. Excellent understanding of Embassy organizational structure, sections and functions is required. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, and coordination of people and resources is required. Expert knowledge of principles and processes for providing customer and personal services is required. Excellent command of the English language and its structure, composition, spelling, and grammar is required.
- Abilities & Skills:** Excellent interpersonal and communications skills and ability to coordinate and liaise with a diverse range of offices and personalities to achieve accurate program planning is required. A keen aptitude to work independently and ability to solve problems after accurately interpreting regulations is required. Attention to detail, tact, discretion, good judgment, respects for diversity, patience, empathy and ability to listen is required. Organizational and time management skills to prioritize, determine logical steps, and accomplish workload in order to meet deadlines is required. Ability to accurately draft written documents using proper English. 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 MOH 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 Local security clearance.

## **HOW TO APPLY:**

Applicants must submit the following documents to [AmmanEmployment@State.gov](mailto:AmmanEmployment@State.gov) to be considered. Failure to do so may result in a determination that the applicant is not qualified. Please note "**VA 16-141, Human Resources Program 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: <https://jo.usembassy.gov/jobs/>.
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. Two Exceptions: (a) USEFMs residing at an ISMA location are considered OR and are paid on the LCP; in this case, the USEFM would need to obtain his/her own residency and work permit as required by the host country; and (b) dual-national USEFMs who are in the country of their birth/citizenship may be considered OR and paid on the LCP depending on host country labor law.*

**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:

- (1) 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
- (2) 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
- (3) 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 do not receive a hiring preference. However, if a position is advertised as "Open to: Current Employees of the Mission", MOHs who are not currently employed in the mission are eligible to apply. 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). U.S. citizen ORs are entitled to a U.S. minimum wage supplement if their salary does not meet or exceed the current U.S. minimum wage.)*