

Vacancy Announcement



U.S. Embassy, Iraq

NUMBER: 09-02

SUBJECT: FSNI Clerk (AL-Hillah) - LES 6

DATE: 01/09/2009

TO: All Interested Applicants

FROM: Human Resources Office

POSITION TITLE: FSNI Clerk (AL-Hillah)

OPENING DATE: January 9, 2009

CLOSING DATE: January 27, 2009

WORK HOURS: Full time; 40 hours/week

BASIC SALARY: 15,244 U.S. dollars per year for LES 6 level
13,720 U.S. dollars per year for LES 5 level

The U.S. Embassy in Baghdad is seeking an individual for the position of **FSNI Clerk** in the **Regional Embassy Office (REO)** in **AL-Hillah**

Note: Actual hiring may be effected as a trainee at a lower grade depending upon the qualifications and experience of the selected candidate.

ALL APPLICANTS MUST BE ORDINARILY RESIDENT* IN IRAQ AND IN POSSESSION OF OR ABLE TO OBTAIN DOCUMENTATION THAT ALLOWS THEM TO BE LEGALLY EMPLOYED (I.E., IN COMPLIANCE WITH LOCAL IRAQI EMPLOYMENT LAWS) BY THE U.S. EMBASSY. CURRENT EMPLOYEES OF THE MISSION ARE ELIGIBLE TO APPLY IF THEY HAVE COMPLETED THEIR PROBATIONARY PERIOD (52 WEEKS).

BASIC FUNCTION OF THE POSITION:

Establish and maintain a 24 hour/ 7 days a week presence at the REO Al Hillah. Maintain contact and request assistance from host country security services on a around the clock basis. Assist the RSO and expatriate security force with the translation of conversations and documents.

QUALIFICATIONS REQUIRED: Each applicant must address each selection criterion detailed below specifically and comprehensively, in addition to submitting a CV/résumé.

- 1- Completion of secondary school is required.
- 2- At least one year of experience working with MNFI or State Dept. as Translator.
- 3- Level III (Good) in English and Level IV (Fluent) in Arabic, is required
- 4- Must have a good working knowledge of village chiefs and local authorities in AL-Hillah area.
- 5- Must have basic competency in using standard MS applications (e.g. Excel, Word, and Email).

SELECTION PROCESS: Interested candidates who have applied previously for this position **MUST** reapply to be considered.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/ conflict of interest, budget and visa status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Must be eligible to receive a security clearance certification.
- Under PSA-Plus guidelines, non-host country citizens (American and foreign nationals) must have a host country visa status, which will permit them to obtain work.

TO APPLY

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

1. Optional Application for Federal Employment (OF-612); or Applying for a Federal Job (OF-510); or

A current resume or curriculum vitae that provides the same information as an OF-612 or OF-510; plus

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

The OF-612 form can be found on our Embassy's webpage on the Internet at <http://iraq.usembassy.gov/iraq/jobs.html>

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,
- Spouse or unmarried child 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 US Government 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, 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.

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. Ordinarily Resident (OR) – A Foreign National or US 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.

All OR employees, including US citizens, are compensated in accordance with the LCP.

SUBMIT APPLICATION TO:

Human Resources Office,
E-mail: BaghdadHR@state.gov

Closing Date for this Position is January 23, 2009

An Equal Opportunity Employer

The US Embassy in Baghdad 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.

Approved: DHRO/CWJones
Drafted: HR/SBAissa