

Vacancy Announcement



U.S. Embassy Iraq

NUMBER: 10-02

SUBJECT:
Shipping Clerk, LES-6

DATE: 01-18-2010

TO: All Interested Candidates

FROM: Human Resources Office

OPENING DATE: January 18, 2010

CLOSING DATE: February 1st, 2010

WORK HOURS: Full time; 40 hours/week

BASIC SALARY: 16,921 U.S. dollars per year for a full time LES-6.

POSITION: The U.S. Embassy is seeking an individual to fill the position of **Shipping Clerk**. The location of work will be in the **General Services Office (GSO)** at the U.S. Embassy in Baghdad.

BASIC FUNCTION OF THE POSITION:

Incumbent is mainly responsible of through Iraq official shipments, PRT shipments; incoming and outgoing, and maintaining an up-to-date filing system of all shipments. Daily check with local and commercial transport companies (APO, DHL, FedEx, and KBR) for new shipments incomings. Identify and notify the end user how can the PRT (Provincial Reconstruction Teams) or REO (Regional Embassy Office) choose the best and most effective way to send the shipment, pack or re-pack the shipment and send it to the end user. Incumbent follows up with the shipping company on delivery deadline and dates. Incumbent works closely with the GSO Warehouse receiving clerk in order to take action for all incoming shipments that are addressed to PRTs and REOs. Incumbent works closely with the Information Resource Management (IRM) Section to send software and IRM equipments to the PRTs and REOs.

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

1. **Education:** Completion of secondary school is required.
2. **Prior Work Experience:** One year as expeditor job or relevant shipment work is required.
3. **Language Proficiency:** Level III (Good working knowledge) of English and some arabic understanding are required.

(Candidates will be tested on their language and computer skills).

4. **Knowledge:** Incumbent must have a good knowledge of general office procedures. A thorough knowledge of cargo and shipping procedures and the Government of Iraq (GOI) customs laws and regulations is essential for this position. Incumbent must be familiar with Iraqi shipping and forwarding companies and have a general knowledge of insurance procedures. Excellent skills in using Microsoft Word, Windows, Excel and Access systems are essential for tracking invoices.
5. **Abilities and Skills:** Incumbent must possess a strong organizational skill and ability to prioritize tasks in order to coordinate various important tasks the same day. Must be skilled in interpersonal relations in order to interface efficiently with various contacts including customers, vendors, the end users at the destination, the trucking company, the Receiving Clerk and the Shipping Supervisor. The incumbent must be able to perform manual work such as repacking pallets or large shipments to get them ready for pick up or lifting and carrying them to the APO post office. Must be able to perform outdoor work especially during the summer time.

SELECTION PROCESS: When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Must be able to obtain and hold 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 may apply for this position by filling out the U.S. Embassy Baghdad Employment application available at the following link: http://iraq.usembassy.gov/media/pdfs-job-opportunities/application_for_employment1.pdf and emailing it to BaghdadHR@state.gov. Please state in the subject field of the email the position applied for is **Shipping Clerk 10-02**.

A current resume or curriculum vitae (CV) that provides the same information will also be accepted, please do not attach photograph, copies of educational/experience certificates or any other documents when applying for this position unless requested.

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

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) 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 US 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 US 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.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**Closing Date for this Position is
February 1st, 2010**

The US Mission 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.

Approved: HRO/KDM
Cleared: GSO/RLM
Drafted: HRA/AS