

# Vacancy Announcement



U.S. Embassy Iraq

<b>NUMBER: 09-18-A</b>	<b>SUBJECT: Program Assistant (Educational Exchanges) LES-7</b>	<b>DATE: 01-10-2010</b>
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**Applicants who applied for vacancy number 09-18 need not reapply**

TO: All Interested Candidates  
FROM: Human Resources Office

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**OPENING DATE:** January 11, 2010  
**CLOSING DATE:** January 25, 2010  
**WORK HOURS:** Full time; 40 hours/week  
**BASIC SALARY:** 20,305 U.S. dollars per year for a full time LES-7.

**POSITION:** The U.S. Embassy is seeking an individual to fill the position of **Program Assistant (Educational Exchanges)** at the Public Affairs Section. The location of work will be in Baghdad.

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

Incumbent serves as program assistant for the Cultural Affairs Office (CAO's) Educational Exchanges including: Fulbright, Humphrey and similar exchange programs. Provides administrative and logistical support for these exchange programs. Uses word processor in English and Arabic, spreadsheets, and scanning technologies to create program support and exchanges materials, reports, and other communications as assigned by the Fulbright Program Manager, ACAO and CAO. Backs-up other programs as needed.

**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:** University Degree is required.
2. **Prior Work Experience:** Two years experience working with exchange programs or similar type of work is required.
3. **Language Proficiency:** Level III (Good Working Knowledge) of English both written and spoken and Arabic Level IV (Fluent) is required.

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

4. **Knowledge:** Good knowledge of Iraqi society and culture. Knowledge of the Iraqi education system and traditions. Good working knowledge of contemporary resources and latest developments in databases, internet, and traditional reference materials in relevant subject fields. General knowledge of American society and understanding of major USG policy goals and other program planning documents required.
5. **Abilities and Skills:** Skilled in planning and handling multiple tasks and projects with minimum supervision, working independently on day-to-day matters, experience in managing data. Ability to independently plan and manage daily work and exercise sound judgment. Skilled in interpersonal relations in order to work tactfully and efficiently with a wide variety and level of contacts. Must work efficiently on various computer programs, including MS Office applications.

**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](http://iraq.usembassy.gov/media/pdfs-job-opportunities/application_for_employment1.pdf) and emailing it to [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov). Please state in the subject field of the email the position applied for is **Program Assistant (Educational Exchanges) 09-18-A**.

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  
January 25, 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: PAS/SPG  
Drafted: HRA/YAK