

# Vacancy Announcement



U.S. Embassy Iraq

**NUMBER: 08-27**

**SUBJECT:**  
**Supervisory Telephone Operator LES-6**

**DATE: 10-05-2008**

TO: All Interested Applicants

FROM: Human Resources Office

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**OPENING DATE:** October 5, 2008

**CLOSING DATE:** October 19, 2008

**WORK HOURS:** Full time; 40 hours/week

**BASIC SALARY:** 15, 244 U.S. dollars per year for a full time LES-6.

The U.S. Embassy in Baghdad is seeking one (1) individual to fill the position of **Supervisory Telephone Operator** in the **Information Management Office**.

**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. EMPLOYEES AT THE U.S. EMBASSY ARE ELIGIBLE TO APPLY IF THEY HAVE COMPLETED THEIR PROBATIONARY PERIOD (52 WEEKS).**

**BASIC FUNCTION OF THE POSITION:**

Responsible for providing supervisory switchboard services to the entire mission. Exercises full supervision technically and administratively over five (5) Local employees engaged in providing switchboard services to all agencies and sections within the Chancery and Public Affairs Section. Additionally, supervises and administers the Information Resource Management Helpdesk Services for the entire mission.

**QUALIFICATIONS REQUIRED:** Each applicant must address each selection criterion detailed below specifically and comprehensively, in addition to submitting a CV/résumé or an OF-612 form.

**1. Education:**

Secondary School Certificate is required

**2. Prior Work Experience:**

2 years of office management experience plus one year of supervisory experience are required.

### **3. Language Proficiency:**

Level III English ability is required (good working knowledge of written, reading and spoken English) and Level IV fluent Arabic ability is required (excellent knowledge of written, reading and spoken Arabic) are required (Candidates will be tested on their language skills)

### **4. Knowledge:**

- Incumbent must have thorough knowledge of Telephone Switchboard's operations and its complexities.
- Incumbent must have a thorough understanding of internal embassy offices and the business they conduct to ensure that calls are routed promptly and accurately.
- Must have the knowledge of local telephone company (*Iraqi PTT*) and regulations regarding the telephone services offered so they get passed on to all mission personnel.
- Thorough understanding of country dialing sequences. country code, area codes and access code for cell phone companies so that these may be passed on to all mission personnel.
- Must have a good knowledge of American-style customer service.
- Experience with computers and e-mail is required.

### **5. Abilities and Skills:**

Good working knowledge of computer applications to include word processing applications, e-mail, spreadsheet applications and database applications in order to generate schedules and reports and maintain Information Resources Management Helpdesk application.

**SELECTION PROCESS:** When fully qualified, US Citizen Eligible Family Members (USEFMs) and U.S. 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 candidates for this position should submit the following:

State on the application that the position applied for is **Supervisory Telephone Operator 08-27.**

- Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612.

- Documentation (copies of degrees earned, certificates, awards, etc.) that addresses the qualification required for the position as listed above.
- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

#### **REQUEST AND SUBMIT APPLICATION TO:**

Human Resources Office,  
Presidential Palace/ Room S 101,  
E-mail: [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov)

- \* **Preferred way of sending applications is electronically.**
- \* **Must attach certificates and documents to the CV/resume.**
- \* **Must mention position title and announcement number applied to.**
- \* **Attached pictures will be discarded**

#### **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  
October 19, 2008**

**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/CWJones  
Cleared: IMO/JVanderpool  
Drafted: HR/SBAissa