

Vacancy Announcement



U.S. Embassy Iraq

NUMBER: 08-30

Human Resources Clerk LES-6

DATE: 10-22-2008

TO: All Interested Candidates

FROM: Human Resources Office

OPENING DATE: October 22, 2008

CLOSING DATE: November 5, 2008

WORK HOURS: Full time; 40 hours/week

SALARY: 15,244 U.S. dollars per year, for Grade LES-6 level

The U.S. Embassy is seeking a person for the position of **Human Resources Clerk** in the **Human Resources 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 OF THE U.S. MISSION ARE ELIGIBLE TO APPLY IF THEY HAVE COMPLETED THEIR PROBATIONARY PERIOD (52 WEEKS).

BASIC FUNCTION OF THE POSITION:

Position's primary duties are in the areas of recruitment, assistance to post awards program, coordination of Locally Employed Staff (LES) performance management program and LES staffing reporting. Services performed to all agencies at post.

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

1. **Education:** Completion of secondary school.

2. **Prior Work Experience:** One to two years of experience in the human resources field or administrative experience with extensive public contact and the use of English language.

3. **Language Proficiency:** Level 3 (Good working knowledge) Speaking /Reading English and Arabic are required.

4. **Job Knowledge:** Good working knowledge of standard office procedures. An understanding of the importance of customer service and the fundamental principle of confidentiality needed in a human resources office environment.

5. **Skills and Abilities:** Proficient user of PC, word processing, and Internet as well as good working knowledge of spreadsheets. Excellent interpersonal skills in dealing with local and American employees, tact and diplomacy in dealing with outside applicants. Must be personable, tactful, and able to develop and cultivate possible sources of job applicants for variety of positions. Must be able to work in a hectic environment and under continuous pressure. Must have ability to shift priorities depending on HR project timing and occurrence.

Qualified candidates will be tested on their language proficiency and computer skills abilities

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

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. 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.
4. 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.
5. 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.

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 November 5, 2008

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.

Cleared: HRO/CW Jones
Drafted: HR/SBAissa