



U.S. Embassy, Manama ✧ Human Resources Office

**JOB VACANCY ANNOUNCEMENT  
COMMERCIAL ASSISTANT**

**ANNOUNCEMENT NUMBER: 07-23**

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**OPEN TO:** All Interested Candidates  
**POSITION:** **Commercial Assistant (POSN #100044)**  
**OPENING DATE:** November 13, 2007  
**CLOSING DATE:** November 27, 2007  
**WORK HOURS:** Full time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident (NOR): US\$ 40,118 p.a. (starting salary)  
(Position Grade: FP-5 is confirmed by Washington)  
\*Ordinarily Resident (OR): BD 9,212 p.a. (starting salary, not including allowances)  
(Position Grade: FSN-9)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

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The U.S. Embassy in Manama is seeking an individual for the position of Commercial Assistant in the Political/Economic/Commercial Section.

**BASIC FUNCTION OF THE POSITION**

Assists Econ/Commercial Officer in planning, organizing, and administering programs to facilitate the marketing of U.S. goods and services, assists U.S. firms by implementing U.S. Commercial Service programs including Gold Key visits, Individual Company Promotions and etc. The position is responsible for research, analysis and reporting on commercial and business issues and promotes and assists U.S. businesses in finding investment and export opportunities and conducting business in Bahrain. The Commercial Assistant also helps host-country businesses find U.S. business partners, products and services for import and performs related duties as assigned. The incumbent serves as the back-up for the Economic Assistant.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Shahnaz Moamen, x2937.

**QUALIFICATIONS REQUIRED**

*All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **Education:** A university level degree in Economics, Marketing, Business Administration or other closely related field is required.
2. **Work Experience:** Three to five years of progressively responsible experience in market research, trade promotion, commercial banking, business development or other closely related field is required.
3. **Language:** Level IV (Fluent) speaking/reading/writing both English and Arabic and ability to translate same accurately and quickly is required.
4. **Knowledge:** A sound understanding of Bahrain's economy in general, and the local business customs and practices, marketing channels, host government laws, regulations and policies relating to the

commodity/industry sectors is required. A good understanding of U.S. business practices and USG trade policy objectives is required.

5. **Skills:** Ability to develop and maintain working level contacts in government and private business within Bahraini, to obtain and evaluate data, to prepare accurate and precise reports, and to know when to seek higher level assistance is required.

## **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.
6. The candidate must be able to obtain and hold a local/public trust security clearance.

## **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**
2. A current resume or curriculum vitae that provides the same information as an OF-612 or OF-510; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application; **plus**
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above; **plus**
5. List any family members who are currently employed at the Embassy. Any omission in this area either intentional or accidental may be grounds for dismissal as falsifying an employment application.

## **SUBMIT APPLICATION TO**

Human Resources Office

Attention: Vacancy Announcement 07-23

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@manama.gov

### **\* DEFINITIONS:**

**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 post of assignment abroad; or (2) at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**Eligible Family Member (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.

**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. 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.

**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 Local Compensation Plan (LCP).*

**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 Local Compensation Plan (LCP).*

**The US Mission in Manama-Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.**

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Approved: MO:RKengott ,Cleared: HRO:JDavies; ECON: SSimpson; FMO: HDesjardins