



# U.S. MISSION Job Announcement Riyadh - Jeddah - Dhahran

08-93

VACANCY ANNOUNCEMENT - RIYADH

12/29/08

**OPEN TO:** All Interested applicants

**POSITION:** Visa Assistant/Cashier, FSN-07  
Position # 100011

**OPENING DATE:** Monday, December 29, 2008

**CLOSING DATE:** COB Monday, January 12, 2009

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

**SALARY:** \* Ordinarily Resident: Position grade: FSN-07, SR.62,816 -  
Full Performance level (basic salary excluding eligible  
allowances).

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE  
REQUIRED TRANSFERABLE WORK PERMIT AND/OR RESIDENCY PERMIT IN  
ORDER TO BE ELIGIBLE FOR CONSIDERATION. ONCE SELECTED, A  
WRITTEN NOTE FROM THE CURRENT EMPLOYER/SPONSOR CONFIRMING  
THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.**

### **BASIC FUNCTION OF POSITION**

The jobholder will serve as the primary consular cashier and non-immigrant visa assistant in the Consular Section.

### **QUALIFICATIONS REQUIRED**

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

1. **Education**: Associate degree in finance is required.
2. **Experience**: 2 years of previous experience handling customer service issues is required. In addition, familiarity with financial accountability is necessary.
3. **Language Requirements**: Level IV (Fluent) English and Arabic required.
4. **Knowledge/Other Criteria**: The position holder must be familiar with all aspects of the Consular Section. S/he must understand the necessary requirements for a non-immigrant visa application, as well as another Consular Section functions. The position holder must be familiar with Saudi Arabia, and be able to assist colleagues and supervisors in assessing information. S/he must be thoroughly familiar with the Embassy, as s/he will be dealing diplomatically with members of a variety of sections.
5. **Other Skills**: Incumbent must be capable of answering detailed questions relating to applications, procedures of the Bureau of Consular Affairs.

### **SELECTION PROCESS**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates 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.**

### **TO APPLY**

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Copy of valid resident permit;
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

In person: Embassy Receptionist, American Embassy, Riyadh, or

By mail: Human Resources Office, Riyadh

P. O. Box 94309, Riyadh 11693

By e-mail: [HRORiyadh@state.gov](mailto:HRORiyadh@state.gov)

FAX: 01-488-7765

**POINT OF CONTACT**

Human Resources Office

Telephone: 01-488-3800 Ext. 4256

**DEFINITIONS\***

**Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

**CLOSING DATE: CLOSE OF BUSINESS MONDAY, JANUARY 12, 2009**

The US Mission in Saudi Arabia 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.

**Drafted:** HR: PChakraborty

**Cleared:** CONS: DJacobson; CONS: LHoover; HRO: SDBopp; FMO: JECotes

**Approved:** Mgt/O: BJMartin