



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

08-67

VACANCY ANNOUNCEMENT – RIYADH

09/20/2008

OPEN TO: All Interested candidates

POSITION: GSO Assistant FSN-06
(Position #100018)

OPENING DATE: Saturday, September 20, 2008

CLOSING DATE: COB, Sunday, October 12, 2008

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident: SR 56,390 p.a. (Annual 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.

The U.S. Embassy in Riyadh is seeking an individual for employment in country for the position of GSO Assistant in General Services Office.

BASIC FUNCTION OF POSITION

Incumbent provides administrative and secretarial support to the Supervisory General Services Officer (S/GSO) and two General Services Officers (GSOs), as well as general office support to the GSO section comprising 106 employees. Serve as the first POC for all Embassy employees, both American and LES, for GSO questions and issues. Provide interim support to GSO/Housing and GSO/Travel units as needed.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each of the selection criteria detailed below with specific and comprehensive information supporting each item.

1. **Required Education:** High school graduate required.
2. **Required Experience:** Two to three years prior work experience in real estate, administration, personnel, or a related field.
3. **Language Requirements:** Level IV (Fluent) Speaking/Writing/Reading in English is required.
Level III (Good Working Knowledge) Speaking/Writing in Arabic is required.
4. **Knowledge/Other Criteria:** Must understand the organizational structure of the Embassy and its personnel. Must possess a substantive command of GSO operations, delegation of work, and how units interact with one another. Must have a good working knowledge of basic regulations pertaining to all units in order to answer customer questions and give correct advice to new officers at post. In addition, knowledge of cashiering, procurement and housing make-ready processes is required. Empathy, tact, efficiency and flexibility are essential in handling demanding customers and multiple, rapidly changing GSO priorities. Must understand Saudi and OBO standard lease terms to manage file and prepare renewal documents accordingly.
5. **Other Skills:** Ability to use MS office software (Word, Excel, Outlook), Internet explorer, and other common computer programs.

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 must submit the following or the applications will not be considered:

1. **Application for U.S. Federal Employment (SF-171 or OF-612);**
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. **A clear copy of valid Saudi residence/work permit.**

5. Any other documentation (e.g. copy of valid work permit, 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

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: COB, SUNDAY, OCTOBER 12, 2008

The US Mission in the Kingdom of 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.