



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

08- 31	VACANCY ANNOUNCEMENT – DHAHRAN TEMPORARY POSITION	04/01/08
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**VA 08-26 IS HEREBY SUPERCEDED  
READVERTISEMENT**

**OPEN TO** All Interested US Citizens Only.

**POSITION:** Management Assistant in the Regional Security Office  
Position # 100081

**OPEN DATE:** Wednesday, April 2, 2008

**CLOSING DATE:** COB Wednesday, April 16, 2008

**WORK** Full time; Saturday to Wednesday (40 hours/week)

**SALARY:** Ordinarily Resident: Position grade: FSN-06, SR 56,390 - Full  
Performance level (basic salary excluding eligible allowances).

**LENGTH OF HIRE: Temporary (From date of hire through mid July, 2008)**

**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. Consulate in Dhahran, Saudi Arabia is seeking an individual for employment in country for the **temporary** position of Management Assistant in the Regional Security Office.

**Basic Function of the Position**

Incumbent is the sole support to the Regional Security Office performing a variety of administrative and office management tasks and reports directly to the RSO and ARSO. Incumbent also serves as back up for the Consul General's OMS.

### **Required Qualifications:**

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

1. **Education:** Completion of secondary school diploma.
2. **Experience:** Nil.
3. **Language Requirements:** Level IV (Fluency) Speaking/Reading/Writing in English.
4. **Knowledge/Other criteria:** Must be familiar with the mission's organizational structure, as well as possess a good working knowledge of U.S. Government practices particularly in the office management and security field.
5. **Other Skills:** Should have an advanced level keyboard and computer skills on a variety of software applications (MS Word, Excel, Access, etc.). Ability to organize routine data and maintain established procedures. Ability to use judgment to analyze information and take appropriate actions. Ability to be flexible, resourceful and service-oriented in dealing with large groups of people.

### **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**.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Candidates must be able to obtain and hold a **TOP SECRET** security clearance to be eligible for consideration.

### **TO APPLY**

Interested applicants for this position must 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, employment certificates, awards, copies of degrees earned and resident permit) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

In person: HR Office, American Consulate General, Dhahran  
By mail: Human Resources Office, Dhahran.  
Address: P. O. Box 38955, Dhahran 31942  
FAX: 03-330-2123  
Email: DhahranHR@state.gov

**POINT OF CONTACT**

Human Resources Office  
Telephone: 03-330-3200 Ext. 3086  
Email: DhahranHR@state.gov

**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 permits for employment in country.

**CLOSING DATE: COB WEDNESDAY, APRIL 16, 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.