



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

08-85 (F)

VACANCY ANNOUNCEMENT – DHAHRAN

11/08/2008

RE ADVERTISEMENT

- OPEN TO:** All interested candidates
- POSITION:** Human Resources Assistant, Full Performance Level
(Position # 100126)
- OPEN DATE:** Saturday, November 8, 2008
- CLOSING DATE:** COB Saturday, November 22, 2008
- WORK HOURS:** Full time (40 hours/week)
- SALARY:** Ordinarily Resident: Position grade: FSN-08, SR 72,818,
(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. Consulate in Dhahran, Saudi Arabia is seeking an individual for employment in country for the position of Human Resources Assistant in the Management Section.

Basic Function of the Position

Under the direct supervision of the Management Officer, incumbent is responsible for full range of Human Resources services for the American side of post's operations in addition to the FSN and PSA side of the HR operations at Consulate Dhahran. This includes the full range of recruitment processes for U.S. AEFMs, locally engaged staff including American citizens at post plus TEMP, PSA appointments and locally employed FSNs. This also includes maintaining the Staffing Pattern for the Consulate employees through the Web Pass, safe keeping of Official

Personnel Folders and maintains CAJE classification folders for the Consulate employees. Also responsible for in- processing and out- processing of American direct-hire employees for all agencies at post, including processing cables related to DH Americans, their EFMs, and locally hired PIT employees at post. Acts as the Consulate representative for the health insurance company in any matter related to the employees' benefits. Incumbent directly supervises a full-time Expeditor/HR Clerk.

Required Qualifications:

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

1. **Education:** A college degree in HR Management, Business Administration or related field.
2. **Experience:** Five years of prior work experience in Human Resources or related field is required. Two years with a U.S.G. agency is preferred. Must be able to demonstrate the intention of remaining in the Dhahran area for at least three years.
3. **Language Requirements:** Level IV (Fluency) (Speaking/Writing/Reading) of English and Arabic is required.
4. **Knowledge/Other criteria:** Knowledge of human resource related issues; knowledge of local government laws and practices related to employment. Knowledge of applying HR management concepts and principles, laws and practices needed to solve and provide advice on HR issues and problems. Knowledge of recruitment and placement concepts, practices, procedures, and regulations is needed to advise management on appointments types and their application to recruitment and placement actions. Basic understanding of standardized position classification is needed to advise and assist managers in the development of PDs and to discuss basic classification issues with managers and employees. General knowledge of applying regulations covering retirement, benefits programs, insurance, and savings plans is needed to assist employees in obtaining the benefits to which they are entitled.
5. **Other Skills:** Position holder must have excellent interpersonal and communication skills. Ability to deal on constant basis with resolving problems related to HR areas as leave accrual, Passport and Iqamas issuance, visa requirements and forms, retirement, and severance pay. Must have good organizational skills and the ability to resolve time-sensitive issues. Must have excellent PC skills to include MSWord and Excel.

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 application 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. 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 SATURDAY, NOVEMBER 22, 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.