



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

08-87

VACANCY ANNOUNCEMENT - DHAHRAN

11/12/08

- OPEN TO:** All interested candidates
- POSITION:** Consular Assistant, Temporary, FSN-7 (100162)
- OPENING DATE:** Wednesday, November 12, 2008
- CLOSING DATE:** COB Wednesday, November 26, 2008
- 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). FSN: Foreign Service National

**LENGTH OF HIRE:** Temporary for six months (renewable every six months)

**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. Mission in Saudi Arabia is seeking an individual for the position of Consular Assistant in the Consular Section of its Consulate General in Dhahran.

### **BASIC FUNCTION OF POSITION**

Jobholder must screen incoming documentation and information from a variety of sources (public counters, NVS, INS, mail, phone calls, etc.) To organize and track visa requests accordingly to a relatively complicated set of laws and procedures so that the Consular Officer or other Adjudicating Official can make decisions and ensure that the legal requirements of the application have been met. Procedures are generally standard

and policies are clearly defined. The employee receives work assignments and tasks according to standard operating procedures and then inputs relevant data into an established process. This includes printing visas and filing and tracking the status of cases through a computerized process.

A copy of the complete position description listing all duties and responsibilities is available at the Consulate Reception.

### **QUALIFICATIONS REQUIRED**

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

1. **Required Education:** Completion of secondary school is required.
2. **Required Experience:** From 2-4 years of progressively responsible Administrative/Government service preferably involving the application of complex status and /or regulations is required.
3. **Language Requirements:** English Level IV (fluent).
4. **Knowledge/Other Criteria:** A basic knowledge of the State Department procedures and a standard knowledge of the consular services environment.
5. **Other Skills:** Standard clerical, keyboard/data entry and IT software experience. Basic numerical and mechanical skills. Exercise of tact and judgment in dealing with the public. Ability to work under pressure for long periods of time. Ability to draft correspondences in English. Ability to apply good judgment in applying complex statutes and regulations
6. **Interpersonal skills:** Incumbent must possess excellent interpersonal skills with the ability to communicate, collaborate and negotiate at all levels with individuals and groups. Must demonstrate professional and personal credibility, and must be able to work independently and as part of a team.

### **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 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: Consulate Receptionist, American Consulate General, Dhahran, or  
By mail: Human Resources Office, Dhahran  
P. O. Box 38955, Dhahran 31942  
By e-mail: [DhahranHR@state.gov](mailto:DhahranHR@state.gov)  
FAX: 03-330-2123

**POINT OF CONTACT**

Human Resources Office  
Telephone: 966-3-330-3200 Ext. 3113  
FAX: 966-3-330-2123

**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 WEDNESDAY, NOVEMBER 26, 2008**

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.