



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

09-03

VACANCY ANNOUNCEMENT – JEDDAH

01/11/2009

OPEN TO: All interested candidates

POSITION: Shipping Clerk, FSN-06
(Position# 100189)

OPENING DATE: Sunday, January 11, 2009

CLOSING DATE: Sunday, January 25, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident: SR.56,390 p.a. (Annual Basic Salary excluding eligible allowances).

NOTE: ALL APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS 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 General in Jeddah is seeking an individual for employment in country for the position of **Shipping Clerk** in the Shipping & Customs Unit of General Services Office.

BASIC FUNCTION OF POSITION

Incumbent's basic function is to assist the Shipping Assistant in performing all tasks related to incoming and outgoing shipments and customs for the entire Mission. The jobholder will assist; prepare the necessary paperwork and collect documents from shipping and airline companies. The incumbent will also assist in renewing circulation permits for personal and official vehicles.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Please contact HR Office Ext.4119.

QUALIFICATIONS REQUIRED

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

1. **Education**: Completion of Secondary education is required.
2. **Experience**: Must have two years of clerical experience in shipping/customs or transportation.
3. **Language Requirements**: Level III (*Good working Knowledge*) in English and Arabic both (*Speaking, Reading & Writing*) is required.
4. **Knowledge/Other Criteria**: Must have knowledge of host country customs regulations and transportation related fields.
5. **Other Skills**: Must be able to work closely with customs officials and shipping companies to solve problematic shipments. Must be able to coordinate many items at one time. Must have basic keyboard skills.

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 above required qualifications 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 form.
3. **A clear copy of valid Saudi residence/work permit.**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
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: HR Office, American Consulate General, Jeddah

By mail: Human Resources Office, Jeddah
P. O. Box 149, Jeddah 21411

By Fax: +966-2-669-3075
By e-mail: JeddahHR@state.gov

POINT OF CONTACT

Human Resources Office
Telephone: 966-2-667-0080 Ext. 4119
FAX: 966-2-669-3075

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 SUNDAY, JANUARY 25, 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: SMRafi; PChakraborty

Cleared: MGT:CBToney; GSO; EHansen; HRO: SDBopp; FMO: JCoates

Approved: AMGT/C: BJMartin