



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

09-09

VACANCY ANNOUNCEMENT – JEDDAH

02/10/2009

RE-ADVERTISEMENT

OPEN TO: All interested candidates

POSITION: Language Instructor, FSN-07
(Position#100190)

OPENING DATE: Tuesday, February 10, 2009

CLOSING DATE: Tuesday, February 24, 2009

WORK HOURS: Part-time; 32 hours/week,
with possibility of 40 hours per week.

SALARY: Ordinarily Resident: SR.62,816 p.a. 40 HWW
(Actual salary will be prorated at 32 HWW).

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 General in Jeddah is seeking an individual for the position of Language Instructor in the Management Section.

BASIC FUNCTION OF POSITION

The incumbent performs as the Arabic Language Instructor for the U.S. Consulate in Jeddah. Incumbent is responsible for scheduling and conducting language classes for Consulate employees, and must exercise significant discretion and independence in running the day-to-day activities of the post language program.

QUALIFICATIONS REQUIRED

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

1. **Education**: At least two years of university or college education required.
2. **Experience**: Three years experience as a language teacher required.
3. **Language Requirements**: Level III (Good working knowledge) English is required. Must be a native speaker of Arabic and must be familiar with both local Saudi dialect and classical Arabic.
4. **Knowledge/Other Criteria**: Detailed knowledge of political, social and economic issues relating to foreign policy, necessary for Arabic language discussions with students in their areas of responsibility.
5. **Other Skills**: Must have excellent knowledge of grammar, idiom, syntax and local Arabic dialect to provide country-specific teaching to students to motivate and assist them in developing their language ability rapidly.

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: 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, TUESDAY, FEBRUARY 24, 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.