



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

08-37

VACANCY ANNOUNCEMENT – JEDDAH

04/27/2008

RE-ADVERTISEMENT

OPEN TO: All interested candidates

POSITIONS: Security Investigators, FSN-07
Two Positions # 100212 and 100213

OPENING DATE: Sunday, April 27, 2008

CLOSING DATE: COB Sunday, May 11, 2008

WORK HOURS: Full-time; 40 hours/week

SALARY: * Ordinarily Resident: Position grade: FSN-07,
SR.62,816 (basic salary excluding eligible allowances).

**LENGTH OF
APPOINTMENT:** Positions are valid for two years only.

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 individuals for employment in country for the two positions of Security Investigator in the Regional Security Office.

BASIC FUNCTION OF POSITION

Incumbent provides support to one local employed TCN Investigator, as well as general office support to the RSO, ARSO and RSO OMS. Produces all Consulate identification badges and maintains the Consulate identification badge system ID badge database. Conducts field investigations to verify educational qualifications, previous employment claims, references, allegations involving character, and suitability of applicants for employment with the Embassy or associated U.S. Government agencies.

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 school is required.
2. **Experience**: Must have minimum one year of prior work experience in an office and field environment.
3. **Language Requirements**: Level III (Good working knowledge) in both English and Arabic languages (Speaking, Reading & Writing)
4. **Knowledge/Other Criteria**: Must have knowledge of office management procedures.
5. **Other Skills**: Must have typing skills, knowledge of MS Word and Excel, ability to operate common office equipment, such as copiers, word processing equipment and fax machines.

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: COB SUNDAY, MAY 11, 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.