



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

08-38

VACANCY ANNOUNCEMENT – JEDDAH

04/27/2008

OPEN TO: All interested candidates

POSITION: OBO Admin Assistant, FSN-08
Position # 100215, Full Performance Level

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-08,
SR.72,818 (basic salary excluding eligible allowances).

LENGTH OF APPOINTMENT: Position is 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 an individual for the position of Administration Assistant in the Overseas Building Operations/Safety and Security Office.

BASIC FUNCTION OF POSITION

The incumbent provides administrative and clerical duties in support of OBO.

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**: A college degree is required.
2. **Experience**: Must have four years of progressively responsible clerical and secretarial work with experience in basic accounting and/or bookkeeping principles.
3. **Language Requirements**: Level IV (Fluency) in both English and Arabic languages (Speaking, Reading & Writing) is required.
4. **Knowledge/Other Criteria**: Must have good working knowledge of filing, reporting procedures, good knowledge of accounting principles, familiarity with procurement policy and procedures.
5. **Other Skills**: Must have excellent organizational skills, excellent computer abilities (MS Office – Word, Excel, Internet). Must be able to work effectively under pressure in a construction environment.

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.