

# U.S. EMBASSY KUWAIT

## VACANCY ANNOUNCEMENT NO. 029-09

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** APO CLERK (PART-TIME)  
GRADE: FP-08\*; FSN-6\*\*

**OPENING DATE:** October 22, 2009

**CLOSING DATE:** November 4, 2009

**WORKING HOURS:** PART -TIME: 20 hours per week

**STARTING SALARY:** \* Not-Ordinarily Resident (NOR): Position Grade: FP-08  
US\$ 30,231 p.a. (equivalent to \$14.48 per hour)  
(\*\* Final grade/salary to be determined by HR/OE –  
NEA/EX/HRD)

\*\* Ordinarily Resident (OR): Position Grade: FSN-6  
KD 6,301 p.a. (equivalent to KD 3.029 per hour)  
\* Actual grade and salary will be based on the  
qualifications of the applicant.

**NOTE FOR (OR) AND (NOR) : THE POSITION IS FOR A FIXED TERM OF 2 YEARS SINCE THIS IS AN EFM POSITION.**

**Note: All ordinarily resident applicants must have the required work and/or residence permit to be eligible for consideration.**

**Note: USEFMs and EFM defined below of U.S. Government Employees assigned to the Mission under Chief of Mission authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.**

The U.S. Embassy in Kuwait is seeking an Eligible Family Member (EFM) for employment in country for the position of APO Clerk (Part-Time) in the Air Post Office (APO). The incumbent provides a full range of postal operational services working under the general supervision of the US Air Force's assigned Postmaster in charge.

### **BASIC FUNCTION OF THE POSITION:**

The incumbent will provide a full range of postal operational services working under the general supervision of the US Air Force's assigned Postmaster in charge.

Duties include:

- Finance duties  
Provides finance service to all eligible APO customers to include stamps, money orders, and all classes of mailing services; maintains a 'flex credit account'; accepts items for mailing and advises APO customers of applicable postal, customs regulations, adequacy of packing, and special services available.
- Postal Service Center (PSC)  
Processes incoming mail for delivery to postal customers; assigns or withdraws receptacles and changes lockbox combinations; responsible for maintaining an up-to-date postal delivery file on all personnel served.
- Incoming Mail  
Responsible for the safeguarding, handling and preparing of mail for delivery which includes unloading mail truck, opening mail bags, and sorting parcels and letters.
- Outgoing Mail  
Prepares outgoing mail for dispatch.
- Registered Mail functions  
Acts as a witness to verify contents of sealed registered mail bags and reports.
- Performs other duties as assigned by the APO Supervisor.

#### **QUALIFICATIONS REQUIRED:**

1. Candidate must be a U.S. Citizen. Must be able to obtain a Secret Clearance.
2. Completion of high school education.
3. One year experience in customer service or inventory management.
4. Level IV (Fluent) **Writing/Speaking** English.
5. Ability to manage cash accounts, accountable supplies, equipment and conduct financial transactions using USPS postal equipment.
6. Must be customer oriented and able to deal with individuals with tact, courtesy, adaptability, initiative and mature judgment. Must be able to interact with personnel of different cultures and social status.
7. Must be in good physical condition and able to lift 70 lbs. and endure long periods of standing, and working.
8. Basic computer knowledge, using internet, Word, Excel, Form Flow and other programs used to conduct postal business.
9. Possession of a valid Kuwaiti driver's license.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Kuwait  
[HROKuwait@state.gov](mailto:HROKuwait@state.gov)

## DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: COB NOVEMBER 4, 2009**

**An equal opportunity Employer**

The US Mission in Kuwait 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.