

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 023-10

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: ADMINISTRATIVE MANAGEMENT ANALYST
FSN-105-9*; FP-05** (Steps 1 through 4) (Full Performance Level)

Or

FSN-105-8*; FP-06** (Training/Developmental level)

Or

FSN-105-7*; FP-07** (Training/Developmental level)

OPENING DATE: September 27, 2010

CLOSING DATE: October 11, 2010

WORKING HOURS: FULL-TIME; 40 hours per week

SALARY: Full Performance Level
Not-Ordinarily Resident (NOR): Grade: FP-05 (Steps 1 through 5)
Salary range: \$42,948 p.a. through \$48,338 p.a.
(* ** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): Position Grade: FSN-9
Starting Salary: KD 10,502 p.a.
* Actual grade and salary will be based on the qualifications of the applicant.

Training/Developmental level:

Not-Ordinarily Resident (NOR): Position Grade: FP-06
Starting Salary: US\$ 38,394 p.a.
(* ** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): Position Grade: FP-08
Starting Salary: KD 9,556 p.a.
* Actual grade and salary will be based on the qualifications of the applicant.

Not-Ordinarily Resident (NOR): Position Grade: FP-07
Starting Salary: US\$ 34,324 p.a.
(* ** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): Position Grade: FSN-7
Starting Salary: KD 7,765 p.a.
* Actual grade and salary will be based on the qualifications of the applicant.

Note: All ordinarily resident applicants must have the required work and/or residence permit to be eligible for consideration. (E.g. Foreign nationals (US or non-US citizens) residing in country).

All applicants (US citizen and non-US citizens) who are family members of USG employees officially assigned to post and NOT under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

All U.S. Citizens (USEFMs, EFMs, or MOHs as defined) of U.S. Government Employees assigned to the Mission and 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 individual for the position of an Administrative Management Analyst in the Defense Contract Management Agency – Middle East (DCMA – ME) located at Camp Arifjan.

BASIC FUNCTION OF THE POSITION

The incumbent performs a wide variety of administrative, technical and analytical duties pertaining to official travel, safety, training, records management, and other administrative functions. She/he serves as DCMA-ME Training Coordinator and Safety Coordinator; performs as Lead Defense Travel Administrator and key point of contact for interpreting travel regulations; manages the government travel card program and operates the EAGLS government travel card management system

Duties include:

1. Serves as DCMA-ME Training Coordinator. Prepares annual training requirements, conducts training surveys, and monitors expenditure of training funds. Ensures all Individual Development Plans are prepared accurately and all training courses and events are attended and evaluations are completed upon completion of training.
2. Serves as the Lead Defense Travel Administrator for all DCMA-ME Defense Travel System (DTS) matters. Assists management and employees with initiating DTS authorizations and vouchers. Works closely with travelers, reviewing and approving officials to resolve any discrepancies or problems with authorizations and vouchers.
3. Serves as DCMA-ME Safety Coordinator. Reviews safety directives and regulations received from higher headquarters and adapts them to DCMA-ME needs. Prepares and revises safety instructions and guides that are relevant to DCMA-ME personnel. Develops safety procedures with ASG-KU Installation Support elements to eliminate fire and other hazards.
4. Serves as DCMA-ME manager for all records management functions including identification, maintenance, storage, retrieval, retirement, and destruction of information recorded in any medium. Reviews new and revised directives for records keeping requirements and updates DCMA-ME guidance.
5. Serves as Master Timekeeper for DCMA-ME. Inputs bi-weekly payroll data into the automated payroll reporting system.

6. Serves as Agency Program Coordinator for government travel card program. Assists DCMA-ME personnel with obtaining new travel cards and replacements.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

1. Completion of two years of college education in business, liberal arts or engineering.
2. Five years of experience in planning, directing, coordinating, and executing a variety of office service functions.
3. Level III (good working knowledge) English and Arabic. Ability to translate local correspondence, Kuwait Ministry of Defense documents and local contractor requirements. (Language skills will be tested)
4. Knowledge and skill in applying analytical and evaluative methods and techniques to various issues concerning official travel, training, safety, records and payroll management. A broad knowledge of the overall mission of DCMA, DCMAI and the federal acquisition community, along with Defense Acquisition University training requirements. Ability to administer an automated time and attendance system. Knowledge of payroll and time and attendance regulations to facilitate resolution of pay problems.
5. Skill in the use of Microsoft Office Suite applications.
6. 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.

Only those short listed applicants will be called for a test/interview.

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 (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
Email: 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 October 11, 2010

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.

**Human Resources Officer - Patricia Nuwanyakpa
DCMA - Renee M. Richardson**

Date: 09/23/10