

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 025-10

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: ADMINISTRATIVE ASSISTANT
FSN-7*; FP-07**

OPENING DATE: November 4, 2010

CLOSING DATE: November 22, 2010

WORKING HOURS: FULL-TIME; 40 hours per week

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

Ordinarily Resident (OR)
KD 7,765 p.a. (Starting Salary); Position Grade: FSN-7
* 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 employment in country for the position of an Administrative Assistant (Full-Time) in the Iraq Support Unit, Management Section.

BASIC FUNCTION OF THE POSITION

The Administrative Assistant (WAE) provides administrative support directly to principal officers when OMS staff are on leave and/or additional OMS support is needed for CODELs, other high-level visits, and preparation for major Embassy events (eg. National Day).

Duties include:

- Project work including coordination of VIP lists, handling logistics, travel, airport pick-ups, solicitation of donations, tracking using excel spreadsheets etc.
- Administrative office management support work, including typing, word processing, memo and correspondence preparation, maintaining calendars and appointments.
- Reviews, sorts, drafts and sends cables; answers phone calls and correspondence with mid-level contacts at numerous Ministries and Government offices; support of CODEL administrative needs.

QUALIFICATIONS REQUIRED:

1. Candidate must be a U.S. citizen. Must be able to obtain secret clearance.
2. Completion of secondary school required.
3. Three years of progressively responsible secretarial and clerical experience. At least 2 years should have been with a U.S. Government Agency or a U.S. company.
4. Level IV (Fluent) in English.
5. Knowledge of clerical duties, following US Government policies and procedures.
6. Level II typing ability (40wpm), proficiency using Microsoft Office products.
7. Must be able to lift 50lbs. occasionally when helping with luggage and body armor.

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 (DS-174); or a current resume or curriculum vitae that provides the same information as an DS-174; 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 November 22, 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.