

# U.S. EMBASSY KUWAIT

## VACANCY ANNOUNCEMENT NO. 025-09

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** SUPPORT SERVICES ASSISTANT  
FSN-8\* ; FP-06\*\*

**OPENING DATE:** June 4, 2009

**CLOSING DATE:** June 17, 2009

**WORKING HOURS:** FULL-TIME; 40 hours per week

**SALARY:** Not-Ordinarily Resident (NOR):  
Position Grade: FP-06  
Salary range: \$37,828 p.a.  
(\* \*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 8,576 p.a. (Starting Salary)  
Position Grade: FSN-8  
\* 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.

**Note:** USEFMs and EFMs 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 individual for the position of a Support Services Assistant in the Defense Contract Management Agency – Middle East (DCMA – ME) located at Camp Arifjan.

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

The incumbent of this position provides a multitude of support services and expertise to DCMA-ME Contract Management Office (CMO) headquarters located in Kuwait, and to the tertiary commands in Egypt and Saudi Arabia.

Duties include:

- Performs as a Purchasing/Procurement Agent within delegated procurement guidelines; oversees purchases through the Embassy's procurement office and the open market.

- Conducts inspections, audits and management reviews of DCMA-ME housing; identifies problems or deficiencies, recommends or implements appropriate corrective measures in areas of maintenance, repairs, assignments, or furnishings and equipment.
- Serves as DCMA-ME vehicle control officer (VCO); manages the vehicle leasing and control program for 20-25 vehicles.
- Investigates accidents or incidents within functional area; coordinates with RSO, Provost and host nation police in resolving or processing traffic accidents, tickets, and incidents involving government owned vehicles.
- Plans and administers a supply management program in support of DCMA-ME operations involving a variety of expendable and non-expendable items and material through central supply channels, direct purchase and formal procurement processes.
- Conducts analyses and studies in the areas of requirement determination, maintenance of adequate stock levels and related records and storage, issue.

### **QUALIFICATIONS REQUIRED:**

1. Completion of high school education.
2. Three to five years of experience in planning, directing, coordinating and executing a variety of office service functions.
3. Level III (good working knowledge) of English and Arabic. (Language skills will be tested)
4. Knowledge of policies and procedures in the management of property; budget formulation to develop budget estimates for commercial accounts and equipment; contracting policies and procedures, procurement of supplies and equipment.
5. Skill in the use of computer programs such as MS Word and MS Excel. (Computer skills will be tested)
6. Possession of a valid Kuwaiti driver's license.
7. Must be in good physical condition and able to lift 40-50 lbs.

### **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 (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

## 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 JUNE 17, 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.