

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 004-09

OPEN TO: ALL INTERESTED CANDIDATES - ALL AGENCIES

POSITION: GLOBAL EMPLOYMENT ADVISOR
FSN-09*; FP-05** (Step 1 through Step 4)

OPENING DATE: February 2, 2009

CLOSING DATE: February 16, 2009

WORKING HOURS: PART-TIME; 20-30 hours per week

SALARY: Full Performance Level:

**** Not-Ordinarily Resident (NOR):**
Position Grade: FP-05 (Steps 1through-4)
Salary range: US\$ 12.95 – US\$ 14.150

**** Final grade/salary to be determined by
HR/OE – NEA/EX/HRD**

*** Ordinarily Resident (OR):**
Position Grade: FSN-9
Starting Salary: KD 4.283 per hour

*** 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.

All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

Only U.S. Citizen (AEFMs, EFM, or MOHs) as 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 Global Employment Advisor under the Strategic Networking Assistance Program (SNAP) to serve and be based at the Embassy in Kuwait.

BASIC FUNCTION OF THE POSITION

The Global Employment Advisor (GEA) is responsible for providing a variety of client services to assist spouses of direct-hire USG employees under COM authority to locate employment outside the mission. GEA services will be delivered through networking with businesses, individual counseling, training and presentations, hard copy and on-line publications, and access to a GEA developed local network database. The incumbent of this position reports directly to the Management Counselor.

Duties and responsibilities are as follows:

- Devise and administer an ongoing marketing program to promote the features and benefits of the SNAP program to employers and to potential clients of the program.
- Create a networking plan of activities that constantly builds a network of contacts and maintains relationships with existing contacts that can be used to make personal introductions of our clients, keeping in mind the cultural norms of the host country.
- Maintain database of employers and list services related to employment.
- Produce and maintain a local job search guide with country-specific information.
- Communicate via personal one-on-one and electronic communication tools with clients on their participation in the SNAP program. Provide constant feedback and counsel spouses on ways to improve their employability and provide contacts of individuals and companies that can assist them in their job search.
- Produce and disseminate information on employment topics with specific focus on the host country culture with tips on job searching locally through written articles, position papers, training materials and web site postings.
- Train, brief, and address spouses posted to SNAP participating country in job searching and in specifics on host country job search.
- Develop personal coaching skills necessary to assess and counsel clients on their individual needs.
- Encourage and develop employment opportunities for accompanying family members of employees (Foreign Service, Civil Service and military) assigned to SNAP participating country.
- Prepare and maintain accurate and timely records of all SNAP activity on stated objectives, goals and strategies as defined at each post. Weekly and monthly reports must be in the prescribed format as requested by the SNAP Coordinator.

QUALIFICATIONS REQUIRED:

1. Possession of Bachelor's degree in business, counseling, education or a related field.
2. Three years experience in the HR Management, career counseling, development work or a related social services field is required.
3. Level IV (Fluent) Reading/Writing/Speaking English.

4. Knowledge of the local cultural practices relating to the work place, as well as the basic labor laws in the host country. Familiarity with non-government and private sector employment, local and international employment trends, practices and organizations. Knowledge of adult education and training opportunities, including on-line and distance learning opportunities.
5. Familiar with Microsoft Office products such as Outlook, Word, Excel and Internet.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION PROCESS:

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 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 should submit the following or the application **will not** be considered:

- Optional Application for Federal Employment (OF-612) or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g. copies of Kuwaiti driver's license, residence permit, educational qualifications, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
- Optional Application for Federal Employment (OF-612) is available at the Embassy's front gate and online at <http://kuwait.usembassy.gov> Interested candidates may submit the completed form in person or send electronically to: HROKuwait@state.gov Please follow-up on the delivery status by phone.

OR
SUBMIT APPLICATION TO

Human Resources Office
American Embassy Kuwait

DEFINITIONS:

1- Appointment Eligible Family Members (AEFM):

An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that **all** of the following criteria are met:

- (1) U.S. citizen;
- (2) The spouse of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old;
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission.
- (4) Residing at the sponsoring employee's post of assignment abroad.
- (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

2- Eligible family members:

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term "*children*" shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship (*at least until age 18*), or *comparable permanent custody arrangement*, of the employee or spouse when dependent upon and normally residing with the guardian *or custodial party*;
- (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel);
- (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700);
- (4) Spouse.

3- Member of Household (MOH):

An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief-of-mission authority. An MOH is:

- (1) Not an EFM;
- (2) Not on the travel orders of the sponsoring employee; and
- (3) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

4- Not ordinarily resident (NOR): An individual who:

- (1) Is **not** a citizen of the host country;
- (2) Does not ordinarily reside (see definition of "ordinarily resident" below) in the host country;
- (3) Is not subject to host-country employment and tax laws;
- (4) Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under the local compensation plan.

5- Ordinarily resident (OR): A foreign national or U.S. citizen who:

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

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).

CLOSING DATE FOR THIS POSITION: COB February 16, 2009
An Equal Opportunity Employer

The U.S. 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.