

U.S. EMBASSY KUWAIT VACANCY ANNOUNCEMENT NO. 018-06

OPEN TO: ALL INTERESTED – ALL AGENCIES

POSITION: TWO YEAR CONTRACT POSITION FOR – LOCAL EMPLOYMENT ADVISOR (LEA)/STRATEGIC NETWORKING ASSISTANCE PROGRAM (SNAP)

OPENING DATE: July 16, 2006

CLOSING DATE: August 30, 2006

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

SALARY: US\$25.00 per hour

The Family Liaison Office in Washington, DC is seeking one (1) individual for the position of Local 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 Local Employment Advisor (LEA) 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. LEA services will be delivered through networking with businesses, individual counseling, training and presentations, hard copy and on-line publications, and access to a LEA developed local network database. The incumbent is an employee of contracting firm, Protelligent; reports directly to the Management Counselor and receives guidance from the FLO office in Washington.

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 Unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- 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.
- The candidate must be able to obtain and hold a (secret) security clearance.

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. 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. Appointment Eligible Family Members (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or a dependent who is at least age 18;
 - Listed on the travel orders of a Foreign Civil Service (CS) or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment aboard, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG authority or pension based on a career in the US Civil or Foreign service.
2. Eligible Family Member (EFM): Family members who are at least age 18 and are listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides as post with the sponsoring employee.

CLOSING DATE FOR THIS POSITION: COB August 30, 2006

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.