

Vacancy Announcement – 2018 - 040

U.S. Mission: American Embassy - Amman

Announcement Number: Amman-2018-040

Position Title: Administrative Clerk

Opening Period: May 16, 2018 – May 30, 2018

Series/Grade: LE-105/ FSN-06

Basic Annual Salary: (JOD) 9223

For More Info: Human Resources Office
E-mail Address: ammanemployment@state.gov

Who May Apply: All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Mission in Amman is seeking eligible and qualified applicants for the position of Administrative Clerk.

The work schedule for this position is:

- Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (30 days) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: Provides clerical, administrative and secretarial support to the Public Affairs Section. Duties may include routine clerical and administrative functions such as drafting correspondence, letters and diplomatic notes in English and Arabic; answering and screening telephone calls; taking accurate messages; meeting and escorting visitors, sorting and distributing mail; organizing and maintaining paper and electronic filing systems; scheduling and taking notes at meetings; scheduling appointments; and performing other administrative support functions. May also be required to assist with special projects as needed.

Qualifications and Evaluations

Education: Completion of Secondary School is required

Supporting documents (i.e. education certificate) must be included in the application for eligibility purposes.

يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق

Requirements:

EXPERIENCE: At least one year of general clerical, administrative and secretarial experience in an office environment is required.

JOB KNOWLEDGE: Knowledge of general office management and practices, good knowledge of English grammar and spelling, organizational knowledge sufficient to understand Embassy sections and functions. Ability to prioritize and organize tasks to accomplish workload, attention to detail is imperative and required, good knowledge of customer service is required, and must have good working knowledge of local instructions on correspondence.

Evaluations:

LANGUAGE: Level 4 (Fluent) Speaking/Reading/Writing of English is required. Level 4 (Fluent) Speaking/Reading/Writing of Arabic is required. English proficiency will be tested

SKILLS AND ABILITIES: Proficiency in standard computer applications is required, must be able to communicate clearly in English and Arabic both in person and on the phone. Must be able to draft memorandums and letters for both the Embassy's front office and Jordanian Government offices.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in (insert post and/or country name) may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link:
<https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site.

To apply for this position, submit the documents listed below to AmmanEmployment@state.gov please note “VA 2018-040, Administrative Clerk” in the subject line of the e-mail.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Residency and/or Work Permit (for non-Jordanian)
- Passport copy or Jordanian Identity Card

- Degree or transcript

What to Expect Next: Only applicants who are invited to take a language test will be contacted.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Amman - Jordan.