

# Job Announcement

ANNOUNCEMENT NUMBER: V-09-033 (Closing Date Extended)

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**DATE:** June 3, 2009

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** Program Assistant, FSN-07, FP-07  
Position No. D70101

**OPENING DATE:** **June 3, 2009**

**CLOSING DATE:** **June 18, 2009**

**WORK HOURS:** Full-Time, 40 hours per week

**SALARY:** **Ordinarily Resident: Dhs.87,198 per annum (FSN-07)**  
Not-Ordinarily Resident: US\$33,817 per annum (FP-07, to be confirmed by Washington)

*NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the ability to obtain requisite UAE residency and work permits to be eligible for consideration. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government as well as type of or relationship.*

The U.S. Consulate General in Dubai is seeking an individual for the position of Program Assistant in the IRPO Public Affairs Office.

## **BASIC FUNCTION OF POSITION**

Under the general direction of the Public Affairs Officer, the incumbent provides program and administrative support for activities of the IRPO Public Affairs office; supports the full range of IRPO public diplomacy programming as directed; and serves as drafter of daily media reaction reports drawn from Iranian media sources.

## **QUALIFICATIONS REQUIRED**

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- Education:
  - Bachelor's degree in liberal arts, internal affairs, business or a closely related field is required.
- Experience:
  - Minimum two years experience in cultural affairs, and/or 2 years business administration experience, preferably in the Middle East is required.
- Language:
  - Level IV (Fluent) Speaking/Reading/Writing English is required.
- Knowledge (this will be tested):
  - Excellent oral and written communication skills. Prior writing experience, with the ability to independently produce grammatically correct correspondence is required.
- Skills & Abilities:
  - Strong organizational abilities, administrative and time management skills. Must work well with others and be able to meet deadlines. Must be able to communicate effectively with all levels of clientele. Demonstrated knowledge of PCs, PC-based software (MS-Office –Access, Excel, Word and Power Point) is required.

## **SELECTION CRITERIA:**

When equally qualified, US 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 CRITERIA:**

- 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 US 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 ORs within the mission are ineligible to apply for advertised positions within the first 6 months of their current positions.
- 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.
- Hiring of all positions is subject to funds availability.
- Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY:**

**Interested applicants for this position should submit the following:**

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612 ([http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)) and/or
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:**

**AbuDhabiRecruitments@state.gov**

**(Please note V-09-033 Program Assistant in the subject line of the email)**

## *DEFINITIONS*

1. ***AEFM: A type of 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:***
  - o US citizen;
  - o Spouse or dependent who is at least age 18;
  - o Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - o Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - o Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. ***EFM: Family Members at least age 18 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: A MOH is 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 Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.***
4. ***Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.***
5. ***Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. NORs must be eligible for compensation from an American pay plan.***

**Closing Date for this Position: June 18, 2009**

The US Mission in U.A.E. 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.