

Vacancy Announcement – 2018 - 050

U.S. Mission American Embassy - Amman

Announcement Number: Amman-2018-050

Position Title: Shipping Assistant

Opening Period: June 4, 2018 – June 18, 2018

Series/Grade: LE-820/ FSN-07

Basic Annual Salary: (JOD) 10,535

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 Shipping Assistant.

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: The Shipping Assistant arranges and facilitates incoming and outgoing shipments and customs clearances of Unaccompanied Air Baggage (UAB), Household and Personal Effects (HHE), Privately Owned Vehicles (POVs), and official USG property. Maintains logs and tracks all incoming and outgoing shipments and prepares required official documents. Reviews and audits contractor billing invoices and facilities payments. Communicates and coordinates with

international shipping companies, local shipping contractors, and employees regarding status of shipments and to arrange delivery.

Qualifications and Evaluations

Education: Two years of college or university studies 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 three years progressively responsible experience in the international shipment of goods, shipping and customs is required.

JOB KNOWLEDGE: Must possess detailed knowledge of Department of State and Department of Defense regulations and procedures governing the shipment of household and personal effects, POVs, and other private and USG property. Detailed knowledge of Jordanian customs regulations and procedures. Good knowledge of the abilities, general procedures, and quality of work of local shipping carriers and transfer companies. Knowledge of principles and processes for providing customer service in order to meet and exceed ICASS uniform service standards. Thorough knowledge of Microsoft Office suite (Excel, Outlook, Word). Experience managing stressful situations and a demonstrated history of exercising sound judgement.

Evaluations:

LANGUAGE: Level 3 (Good Working Knowledge) 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: Must be tactful, in dealing with Jordanian customs and other officials and personnel of shipping, packing and transfer contractors. Must have a valid, passenger vehicle Jordanian driver's license (class 3). Solid mathematical skills are a must. Proficient drafting skills to prepare written documents in English and Arabic. Time management skills to prioritize and organize time and tasks in order to meet deadlines. Excellent interpersonal and communications skills; ability to deal effectively with a diverse range of internal and external customers; and ability to work effectively in a team environment.

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 2018-050, Shipping Assistant” in the subject line of the e-mail.

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

- DS-174 or Resume
- 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.