

U.S. MISSION

Vacancy Announcement

Riyadh - Jeddah - Dhahran

ADVERTISEMENT

U.S. Consulate Dhahran, Kingdom of Saudi Arabia

Announcement Number: Dhahran-2018-071-D

Position Title: Administrative Management Assistant (100215)

Opening Period: August 1, 2018 – August 8, 2018

Series/Grade: Local Employee, LE-07 or Foreign Service, FP-07

*Local Compensation Plan (LCP):

Starting gross salary: SR. 131,987 plus other benefits (e.g., children education allowance, annual ticket/s, medical & life insurance coverage,

retirement contribution plan, etc.)

*USG Pay Plan (USG PP): US\$ 43,031 per year

Actual FS salary will be determined by Washington D.C.

For More Info: Email: HRORiyadh@state.gov

Who May Apply: ALL INTERESTED CANDIDATES

Security Clearance Required: Appropriate security clearance will be required after selection

Duration Appointment: Definite subject to successful completion of the project.

Marketing Statement: We encourage you to read and understand the <u>Eight (8) Qualities of Overseas</u> <u>Employees</u> before you apply.

Summary: The U.S. Mission in Dhahran, Kingdom of Saudi Arabia is seeking eligible and qualified applicants for the position of Administrative Management assistant for the Overseas Building Operation section.

Work schedule for position is: *Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The Project Controls Clerk (PCO) furnishes a wide range of technical and administrative assistance in support of the Dhahran New Consulate Compound project. Monitor and manage all aspects of project logistics and administrative functions to assist the Project Director in maintaining project schedule and cost. Manage project information flow between 080, technical consultants and the contractors to ensure that all project communications and reporting are timely, accurate and well-documented. Establish and maintain an electronic document library and ensure it is maintainable within the skill-set of OBO's onsite project team. Coordinate with the contractor and Post Management/GSO in support of the project's material shipments, customs clearances and tax exemptions. Liaise with Post Management/HR in support of 080 Islamabad's personnel needs, to include staffing requirements and Saudi Arabia visa issues.

Qualifications and Evaluations:

Education: Bachelor in commerce, BBA, or arts and a 1 year diploma in Information Technology. 15 years of education is required.

Requirements:

Experience: Four (4) years of experience working in the construction industry along with IT and accounting experience. Understanding of contract documents, plans, and specifications. Experience with vertical construction projects to include but not limited to multi-story buildings, large-scale residential communities and warehouses. Exposed to field office administrative operations and participating in the submittal management process. IT experience related to Information Systems Management, software applications, computer programming, and web based programming.

Job Knowledge: Job position requires knowledge of principles and practices of project controls for a construction project office, mainly processing of submittals and a basic understanding of construction techniques and engineering principles associated with the submittals. Understanding of the administrative aspects of a construction contract is required to support the submittal and RFI processes. The majority of the work is computer based and a strong understanding of computer software applications, to include MS Office (Word, Excel, Outlook, PowerPoint, etc.), Adobe Professional, and MS SharePoint is required. Knowledge of information systems management software applications, and web based programming is required.

Evaluations

Language: English and Arabic Level III (read/write/speak) required (This will be tested).

Skills and Abilities: Training in the Information Systems Management field, studying software applications, computer programming, and web based programming is required. Incumbent must be an effective communicator with strong project controls skills as it pertains to the construction industry. Must manage a complex records management program; prepare a variety of records, reports and

forms; and handle the storage and retrieval of information in an accurate, consistent and effective manner. Strong interpersonal skills with the ability to exercise tact and diplomacy, communicate effectively in oral and written form and work together in a team- oriented environment. Excellent organizational skills, ability to work under pressure, and ability to work effectively in a construction site/office environment.

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 and U.S. Consulates, Jeddah and Dhahran, Kingdom of Saudi Arabia receive a compensation package that includes health and life insurance, annual homeward passage, child education allowance, housing allowance, meal and transportation allowances, plus retirement, 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.

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 reemployment 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: To apply for this position, applicants should submit the documents listed below as a single file in PDF format to email address: HRORiyadh@state.gov (Note: Multiple files will not be accepted).

Please use the position title and announcement number as the subject line in your email (failure to use the right subject line may result in your application not reaching the required application folder for further consideration).

For more information on how to apply visit the Mission internet site.

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

- Universal Application for Employment DS-174 form, which is available on our website (Link: https://sa.usembassy.gov/embassy-consulates/jobs/)
- A clear copy of valid Saudi identity card or igama card/work permit
- Passport copy
- High School Diploma
- Degree with transcript
- Language scores (if available)
- Professional certificate or license
- A clear copy of valid Saudi driver's license (if the position requires)
- DD-214 Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letters of recommendation
- List of references
- Any additional documentation that supports or addresses the requirements listed above (e.g. copies of essays, awards and certificate of employment).

What to Expect Next: Due to high volume of applications received, only Applicants who qualify take a language or skills test, or who are selected for an interview will be contacted.

Thank you for your application and your interest in working at the U.S. Consulate in Dhahran, Kingdom of Saudi Arabia.