



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

17-57

VACANCY ANNOUNCEMENT - RIYADH

11/09/2017

OPEN TO	ALL INTERESTED CANDIDATES (ORDINARILY RESIDENTS ONLY)
POSITION	SURVEILLANCE DETECTION DATA BASE ANALYST, FSN-5 POSITION # 100279
OPEN DATE	TUESDAY, NOVEMBER 14, 2017
CLOSING DATE	TUESDAY, NOVEMBER 21, 2017@ 1700 HRS (local Saudi time)
WORKING HOURS	FULL TIME, 40 HOURS/WEEK
SALARY	* ORDINARILY RESIDENT (OR): POSITION GRADE FSN-5, STARTING ANNUAL GROSS SALARY: SR 100,110 PLUS OTHER BENEFITS (CHILDREN EDUCATION ALLOWANCE, ANNUAL TICKET/S, MEDICAL & LIFE INSURANCE COVERAGE, RETIREMENT CONTRIBUTION PLAN, ETC.)

NOTE:

- ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT TO BE ELIGIBLE FOR CONSIDERATION.
- THE SELECTED CANDIDATE MUST BE ABLE TO PROVIDE RELEASE OF SPONSORSHIP UPON DEMAND AND START WORK WITHIN 45 DAYS OF RECEIPT OF AGENCY AUTHORIZATION AND/OR CLEARANCES/CERTIFICATIONS, OR THEIR CANDIDACY MAY NOT BE CONSIDERED.

The U.S. Mission in Riyadh, Saudi Arabia is seeking eligible and qualified applicants for the position of Surveillance Detection (SD) Data Base Analyst for the Regional Security Office.

BASIC FUNCTION OF POSITION

The incumbent receives Surveillance Detection Unit (SDU) reports and provides analysis of the information to determine trends and patterns in surveillance directed at US Embassy interests. This incumbent produces short, long and tailored comprehensive reports of surveillance activities. The incumbent will also be responsible for translating reports from Arabic to English then entering that

data into several databases. In addition, the SD Data Base Analyst will be responsible for maintaining relationships inside the US Embassy and outside the US Embassy. The SD Data Base Analyst will also be expected to monitor daily media reporting, social media, and local law enforcement bulletins.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** High School graduate.
2. **EXPERIENCE:** Three years of prior work experience related to the job elements.
3. **LANGUAGE REQUIREMENTS:** Arabic and English Level IV (Fluent) read/write/speak is required. This will be tested.
4. **SKILLS & ABILITIES:** Must possess the skill to use technical equipment such as computers, digital cameras, iphones, and video cameras. Strong interpersonal skills are needed and attention to details is crucial.
5. **JOB KNOWLEDGE:** Must be proficient in all Microsoft applications including Word, PowerPoint, Excel, SharePoint and others. Should have strong knowledge of digital photography software and information technology.

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Currently OR employees serving a probationary period are not eligible to apply. Current OR employees with an overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

HOW TO APPLY

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (DS-174), which is available on our website (Link: <https://sa.usembassy.gov/wp-content/uploads/sites/60/2016/07/DS-174-form-Application-for-Employment-2016.pdf>).
2. A clear copy of valid Saudi / GCC identity card or iqama card / work permit.
3. A clear copy of valid Saudi driver's license (if the position requires).
4. Any additional documentation that supports or addresses the requirements listed above (e.g. educational certificates or copies of degrees earned, copy of essays, awards and certificate of employment).

WHERE TO APPLY:

Please use the following subject line and format in your email. Failure to use the subject line and format below may result in your application not reaching the required application folder for further consideration.

EMAIL SUBJECT: Riyadh-VA17-57-SD Data Base Analyst

**SUBMIT THE APPLICATION AND ALL OTHER DOCUMENTS AS A SINGLE FILE IN PDF
FORMAT TO EMAIL ADDRESS HRORIYADH@STATE.GOV.**

(Note: Multiple files will not be considered)

NOTE: DUE TO THE HIGH VOLUME OF APPLICATIONS RECEIVED, WE WILL ONLY CONTACT APPLICANTS WHO ARE BEING CONSIDERED. THANK YOU FOR YOUR UNDERSTANDING.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Saudi Arabia 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.

APPENDIX (DEFINITIONS)

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is a local resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.