

## **U.S. MISSION**

## **Vacancy Announcement**

# Riyadh - Jeddah - Dhahran

**U.S. Mission**U.S. Consulate Jeddah, Kingdom of Saudi Arabia

Announcement Number: Jeddah-2018-82-J

**Position Title:** Warehouseman (100028)

**Opening Period:** September 19, 2018 – September 26, 2018

Series/Grade: Local Employee, LE-02 (Full Performance Level) or Foreign Service,

FP-CC/Step1

\*Local Compensation Plan (LCP):

Starting gross salary: SR. 64,353 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\$ 21,121 per year

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

For More Info: Email: HRORiyadh@state.gov

Who May Apply: All Interested Applicants/All Sources

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

**Duration Appointment:** Indefinite subject to successful completion of probationary period

**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 Jeddah, Kingdom of Saudi Arabia is seeking eligible and qualified applicants for the position of warehouseman for the General Services office.

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

Incumbent assists in the warehouse operations and property management. Assists in the receiving and inspection functions of the warehouse.

#### **Qualifications and Evaluations**

**Education:** Completion of Secondary education is required.

### **Requirements:**

**Duties:** 

**EXPERIENCE:** Minimum of one year of general labor or warehouse experience and one year of residential housekeeping experience is required.

JOB KNOWLEDGE: Incumbent must have excellent knowledge in warehouse operations, procedures, safety, and security; good knowledge of stock care and preservation, and personnel and storage area security.

#### **Evaluations:**

LANGUAGE: English and Arabic level II (Limited Working Knowledge - read/ write/ speak) required.

SKILLS AND ABILITIES: Incumbent assists with loading and unloading and must lift 50 pounds unassisted. Operates forklift and light vehicles; separate certification will be performed; Must have a valid Saudi driving license. Articulates problems and concerns to ensure managers and co-workers are aware and can identify solutions. Follows relevant rules and regulations.

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 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.

### 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: <a href="https://careers.state.gov/downloads/files/definitions-for-va">https://careers.state.gov/downloads/files/definitions-for-va</a>

**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 iqama 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 Jeddah, Kingdom of Saudi Arabia.