



# U. S. MISSION

## Vacancy Announcement

### Riyadh – Jeddah - Dhahran

16-137	VACANCY ANNOUNCEMENT - JEDDAH	11-13-2016
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OPEN TO:	ALL INTERESTED APPLICANTS
POSITION:	CASHIER, FSN-05 TEMPORARY
OPENING DATE:	SUNDAY, NOVEMBER 13, 2016
CLOSING DATE:	SUNDAY, NOVEMBER 20, 2016 @ 1700 HRS (local Saudi time)
WORK HOURS:	9:30 AM-10:30 PM (EVERYDAY, INCLUDING WEEKENDS)
SALARY:	POSITION GRADE: FSN-05; SAR 30.44 PER HOUR NO OTHER BENEFITS
LENGTH OF HIRE	TEMPORARY (DEC 15 - DEC 27)

**NOTE:**

- **ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK PERMIT TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Jeddah, Saudi Arabia is seeking eligible and qualified applicants for the position of Cashier (Temporary).

**BASIC FUNCTION OF POSITION**

The candidate’s primary function will be to work as the Cashier at the U.S. Consulate’s booth in the Jeddah International Book Fair 2016 (December 15-27, 2016). In preparation, the candidate will receive a brief orientation to the fair and inventory printed materials the day prior to the event on December 15, 2016. The candidate will work the day following the fair to inventory the remaining collection of printed materials and draft reports about sales/client feedback and reconcile accounts.

**TASKS AND RESPONSIBILITIES**

- Use a cash register to efficiently process sale of publications.
- Safeguard USG assets at the fair including publications and monetary funds.
- Ensure booth remains neat and orderly, restocking as necessary.
- Inventory merchandise and reconcile sales daily.

**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:** Completion of secondary school is required.
2. **Experience:** A minimum of one (1) year of performing progressively responsible work of a program/technical/administrative nature.
3. **Language Requirements:** Minimum level II in English and Arabic (Limited working knowledge - Read/Speak/Write) is required. Comprehension of the monetary system and knowledge of currency in both English and Arabic.
4. **Knowledge & Other-Criteria:** Cashiering and bookkeeping knowledge. Physical ability to stand for extended periods. Ability to move and lift boxes and other items up to 50 lbs in the booth. Must provide own transportation to work. Job entails schedule which includes nights, weekends, and holidays, as needed.
5. **Time Requirement:** 12 hours daily. Lunch break will be provided

**FOR FURTHER INFORMATION:** The complete position description listing the duties and responsibilities may be obtained by sending an email to the Human Resources Office (email address: [HRORiyadh@state.gov](mailto:HRORiyadh@state.gov)).

**HIRING PREFERENCE SELECTION PROCESS:**

When qualified, 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 determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER**

- 1) AEFM/USEFM who is also a preference-eligible U.S. Veteran\*
- 2) AEFM/USEFM
- 3) FS on Leave Without Pay (LWOP)\*\*

**\*IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR Office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\*This level of preference applies to all Foreign Service Employees on LWOP.

### **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.
3. Currently NOR employees hired on a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the needed security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

### **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 or by contacting Human Resources (See "For Further Information" above);
2. A clear copy of valid Saudi / GCC identity card or iqama card / work permit.
3. 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-VA16-137-CASHIER (TEMPORARY)**

**SUBMIT THE APPLICATION AND ALL OTHER DOCUMENTS AS A SINGLE FILE IN PDF  
FORMAT TO EMAIL ADDRESS [HRORIYADH@STATE.GOV](mailto: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)**

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or s-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e. a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute of Taiwan; **and**
- Is under the Chief of Mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and is under Chief of Mission authority; **or**
- Resides at an involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. citizen; **and**

- Spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under Chief of Mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the Foreign Service or Civil Service.

**Member of Household (MOH):** An individual accompanies or joins a sponsoring employee, i.e. sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- 1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- 2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- 3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**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.