

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 10-29

OPEN TO: All Interested Candidates

POSITION: Procurement Clerk, FN-5 or FP-9 (subject to EAP/EX review)

POSITION LOCATION: General Services Office

OPENING DATE: July 28, 2010

CLOSING DATE: August 10, 2010

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Institute in Taiwan is seeking one individual for the Procurement Clerk position in the General Services Office.

BASIC FUNCTION OF POSITION

The incumbent is responsible for office clerical duties and procurements from local vendors.

QUALIFICATIONS REQUIRED

NOTE: Applicants must provide specific, comprehensive supporting information for each item below.

- Completion of High School studies required.
- One year of office work experience required.
- Level III (Good Working Knowledge) English and Level III Standard Chinese required.

- Must have a good knowledge of local market practices and suppliers. Good general computer skills and familiarity with MS Office suite.
- Must be service oriented. Ability to work under pressure.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When-Actually-Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- A cover letter and current resume
- A copy of local ID or ARC

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION BY EMAIL TO:

TaipeiAIT-HRO@state.gov

Human Resources Office

Attention: Tor Petersen, Acting Human Resources Officer

Please identify the position title you are applying for in the e-mail subject line.

If you are a U. S. Citizen Eligible Family Member, please include the word "AEFM" in the e-mail subject line.

POINT OF CONTACT

Ms. Lin, Human Resources Assistant

Telephone Number: 2162-2332

DEFINITION

- AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign Service.

- EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

- Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service

employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

- Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
- Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 10, 2010

The American Institute in Taiwan 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.