

VACANCY ANNOUNCEMENT

(Announcement Number: 12-03)

The American Embassy in Kathmandu is seeking an individual for the position of Supply Clerk (Receiving).

OPEN TO: All Interested Candidates

POSITION: Supply Clerk (Receiving)

OPENING DATE: February 06, 2012

CLOSING DATE: February 20, 2012

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION

The incumbent receives, inspects and prepares receiving reports on expendable and non-expendable supplies. Ensures that property received is in accordance with the purchase order and is delivered to the correct person in the correct department. Incumbent also assists Inventory Clerk with incoming and outgoing inventories of the mission properties.

REQUIRED QUALIFICATIONS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.

1. Completion of Secondary School is required.
2. Two years of clerical experience in supply and inventory is required.
3. Level III (Good working knowledge) of Speaking/Reading/Writing English is required. Level III (Good working knowledge) of Speaking/Reading/Writing Nepali is required.
4. A good knowledge of inventory control and warehousing is required. A good knowledge of shipping, consignment, store and receiving process is also required.
5. The ability to organize and perform inventory is required. The ability to use various Windows-based computer applications such as MS Word, MS Excel is required. Strong interpersonal skills are required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

**SUBMIT APPLICATION TO (Please clearly mark your envelope as
“Application for Supply Clerk (Receiving)”)**

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

Or via email: recruitktm@state.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Also visit us at: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html