

**ANNOUNCEMENT NUMBER: 12-001**

**OPEN TO:** All Interested Candidates

**POSITION:** GARDENER, FSN-2/ FP-CC

**OPENING DATE:** January 10, 2012

**CLOSING DATE:** January 27, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: US\$19,721.00 be confirmed by Washington (Position Grade: FP-CC to be confirmed by Washington)

\*Ordinarily Resident: US\$ 15,530.00 p.a. (Starting salary)  
(Position Grade: FSN-2)

**LENGTH OF HIRE:** Permanent Position

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

The U.S. Embassy in Luanda is seeking individuals for the position of Gardener in the Facility Maintenance Unit of Embassy Luanda.

**BASIC FUNCTION OF POSITION**

Performs basic gardener duties and laborer work at the Chancery compound  
Plants flowers on Embassy grounds. Maintains lawns and plants by watering, cultivating, fertilizing, pruning and spraying. Prepares soil, transplants trees, shrubs as required. Pots plants for use at the residence. Maintains grounds in a clean and orderly fashion, sweeping, raking and mowing grass.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 64 11 61 or 222 64 12 84.

**QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **REQUIRED EDUCATION:** Completion of elementary school (6 years) is required.
2. **REQUIRED WORK EXPERIENCE:** Two years of gardener experience is required.
3. **REQUIRED LANGUAGES:** English Level I; Portuguese Level II is required
4. **OTHER REQUIRED SKILLS/ABILITIES:** Be able to distinguish different plants, seeds. Ability to assist in moving heavy equipment, large tree trunks, plant and dig in grounds for new plants/trees.
4. **REQUIRED JOB KNOWLEDGE:** Good knowledge of how to plant and care for plants and flowers, typical area and also any exotics, and gardening chemicals is required.

## **SELECTION PROCESS**

When equally qualified, US 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**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

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

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Officer  
American Embassy Luanda  
Attention: Maureen Yates  
Av Presidente Houari Boumediene, No. 32, Luanda

## **POINT OF CONTACT**

Human Resources Office  
Attention: Olga Campos  
Telephone: 222 641 161  
FAX: 222 641 095

1. 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 dependent that 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 safe havenabroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or 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.
3. Member of Household: 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.

4. 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.
5. 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: January 27, 2012**

The US Mission in Angola 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.

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Maureen Yates  
Human Resources Officer