

ANNOUNCEMENT NUMBER: 12-18

OPEN TO: All Interested Candidates

POSITION: Housing Assistant FSN-7; FP-7

OPENING DATE: June 22, 2012

CLOSING DATE: July 06, 2012

WORK HOURS: Part-time: 20 hours/week

SALARY: * Not-Ordinary Resident (NOR): \$39,994 USD p.a. full time, \$19,997. part time (\$19.16 an hour) (Position Grade: FP 7 to be confirmed by Washington)

** Ordinary Residents (OR): B\$30, 742 p.a. full time, \$15, 371.20 part time (Starting Salary) (Position Grade: FSN-7)

The U.S. Embassy, Nassau is seeking an individual for the position of Housing Assistant in the General Services Office.

BASIC FUNCTION OF POSITION

Incumbent oversees general housing issues for US Government leases and coordinates repairs, utility bills, and maintenance for all USG employees with landlords, property managers, RSO, and GSO.

QUALIFICATIONS REQUIRED

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

1. High School diploma is required.
2. A minimum of two years experience in customer service is required.
3. A general knowledge of the Bahamian Community and familiarity with office procedures is required.
4. Ability to use Microsoft Office Suite Products (2007/2010); Word, Excel and database programs is required.
5. A valid driver's license is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.
6. The candidate must be able to obtain and hold a **non-sensitive clearance**.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). This form can be found on the Embassy website <http://nassau.usembassy.gov>
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

6. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to include at least the following information will result in an incomplete application:

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

NassauHR@state.gov

Attention: Sylvia Quinones/Rachel Poitier
US Embassy Nassau
Queen Street
Nassau, The Bahamas
Telephone: (242-322-1181 ext.4292/4293)
FAX: (242-328-7838)

CLOSING DATE FOR THIS POSITION: (July 06, 2012)