

**POSITION:** Housing Assistant  
**OPENING DATE:** April 4, 2012  
**CLOSING DATE:** April 18, 2012  
**WORK HOURS:** Part-time: 20 hours/week

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 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. Current employees serving a probationary period are not eligible to apply.
2. 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.

3. 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.
4. 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.
5. The candidate must be able to obtain and hold a non-sensitive clearance.

### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Rachel Poitier  
42 Queen Street  
Nassau, Bahamas

### **POINT OF CONTACT**

Rachel Poitier  
Telephone: 242-322-1181 x4293  
FAX: 242-328-7838  
Email: Nassauhr@state.gov

### **CLOSING DATE FOR THIS POSITION: April 18, 2012**

**The U.S. Mission in Nassau 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.**