

POSITION: Maintenance/Painter

OPENING DATE: October 28, 2011

CLOSING DATE: November 11, 2011

WORK HOURS: Full-time; 40 hours/week

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

The U.S. Embassy in Nassau, Bahamas is seeking an individual for the position of Maintenance/Painter in the Facilities Maintenance Section.

BASIC FUNCTION OF POSITION

The incumbent serves as a commercial painter and refinisher and provides general maintenance assistance to the Foreman as part of the preventive maintenance program and for emergency repairs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources. Contact (Tel: 322-1181 – ext. 4288, 4292 or 4293).

REQUIRED QUALIFICATIONS

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

- a. Education:** Completion of secondary school is required.
- b. Prior Work Experience:** Experience as a skilled worker in the construction and maintenance trade is required. Painting skills at a Journeyman level is also required.
- c. Language Proficiency:** Level III (Good Working Knowledge) Speaking/Reading English is required.
- d. Knowledge:** Knowledge of painting and mechanical equipment maintenance is required.
- e. Skills and Abilities:** Must know how to use the tools of the trade and have knowledge of established trade practices and procedures. Must be skilled in painting and equipment mounting.

- f. **Abilities:** Must have a Bahamian driver's license and the ability to drive passenger vehicles, forklifts and pickup trucks with manual transmission.

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.

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). The form can be found on the Embassy website <http://nassau.usembassy.gov>
2. A current resume or a curriculum vita that provides the same information found on the UAE (see *Appendix B*).

3. 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; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. 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.

SUBMIT APPLICATION TO

Electronic submission of application may be made at: NassauHR@state.gov

POINT OF CONTACT

Name: Ruth Fernander
Telephone: (242-322-1181 ext 4288)
FAX: (242-328-7838)
NassauHR@state.gov

CLOSING DATE FOR THIS POSITION: November 11, 2011.

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.