

**ANNOUNCEMENT NUMBER: 13-15**

**OPEN TO:** All Interested Candidates

**POSITION:** Maintenance Assistant/Painter, FSN-4, FP-AA

**OPENING DATE:** May 06, 2013

**CLOSING DATE:** May 24, 2013

**WORK HOURS:** Full-time: 40 hours per week

**SALARY:** \*Not-Ordinarily Resident (NOR): US\$24, 518.00 p.a. based on a 40 hour work week (Starting salary)  
(Position Grade: FP-AA to be confirmed by Washington)

\*Ordinarily Resident: B\$21, 588.00 p.a. (Starting Salary)  
40 hour work week (Starting salary)  
(Position Grade: FSN-04)

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

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

**Applicants to the previous vacancy announcement #13/03 do not need to reapply, their applications will be considered along with this announcement.**

**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. Operates various types of painting equipment including compressed air sprayers, power rollers, airless sprayers, sanders, and other equipment used in the painting trade. Performs minor electrical fitting, fastening, and mechanical work. Uses tools such as screw drivers, wrenches, sockets, knives and meters to perform general maintenance

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Please contact Rachel Poitier at 242-322-1181 x4293.

**QUALIFICATIONS REQUIRED**

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

1. Completion of secondary school is required.
2. Two years experience as a skilled worker in the construction and maintenance trade. Journeyman level in painting is required.
3. English level III, (good working knowledge) is required.
4. Knowledge of painting and mechanical equipment maintenance is required.
5. Must have a valid Bahamian driver's license and the ability to drive passenger vehicles, forklifts, and pickup trucks with a manual (shift stick) transmission.

## **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-0174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
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.

## **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.

**SUBMIT APPLICATION TO HUMAN RESOURCES VIA EMAIL OR FAX**

Human Resources Office  
Attention: **Rachel Poitier**  
42 Queen Street  
Nassau, Bahamas  
Telephone: 242-322-1181 x4293  
FAX: 242-328-7838  
Email: [Nassauhr@state.gov](mailto:Nassauhr@state.gov)