



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 13 - 025

OPEN TO: All Interested Candidates/All Sources

POSITION: Maintenance Inspector, FSN – 6; FP- 8
(Salary approx. Tk. 42,000 per month)

OPENING DATE: April 22, 2013

CLOSING DATE: May 5, 2013 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of **Maintenance Inspector** in Facility Maintenance Section (FMS).

BASIC FUNCTION: The incumbent will function with considerable technical and administrative independence with regard to Post Maintenance program that includes routine inspection of maintenance work, Annual Inspection Survey (AIS) for U.S. Government owned/short-termed lease (STL) properties. Plans, priorities setting, project identification and planning, and work scheduling. S/he will also be



delegated authority to direct/advise Facilities personnel in areas of work priorities approving and enforcing work schedules, providing technical direction, instruction on enforcing rules, standards and policies related to safety issues and coordinating the various activities performed by the Facilities Management staff.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Administrative and Technical support:

Regularly inspects U.S. Government owned/STL properties to ensure proper maintenance. Assists the Facility Manager (FM), Engineers, Maintenance supervisors and Foreman to implement Post maintenance programs. Visits projects and work site to determine the nature and extent of work required for necessary maintenance. Coordinates with requesting agency and advises them for action to be taken. Determines project priority and method of work accomplishment. Works directly with the FM and Engineers to assist or assign and schedule other employees to assist in preparation of project requests, specifications and drawings for projects to be accomplished by contract or Special Maintenance and Repair Fund Estimate procedures. With input from all the section heads, prepares a weekly facilities maintenance schedule and ensures proper personnel are assigned to accomplish the same safely.

Performs materials research when required to determine product availability and cost and follows up on outstanding purchase orders as required to enable development of a realistic work schedule to run the maintenance related program of the Post. Conducts meetings with trade supervisors involved in proposed weekly work schedules to coordinate and schedule work to ensure the effective use of labor and material and that the project will be completed on schedule. Assists the FM and Engineers in developing safety related training programs and equipment budgets.

Coordinates, schedules and conducts required maintenance and determines condition of Post's all properties, equipment and systems. Prepares post annual inspection report which identifies deficiencies or problems that require maintenance, repair or replacement. Develops repair/maintenance work plans, documents, the maintenance backlog for post, provides input for long-term facilities maintenance objectives and for justifying OBO funds for unfunded deficiencies. Supervises all assigned maintenance inspections, and quality assurance personnel. Assists Facility Engineers in preparation of special maintenance and repair and minor improvement projects, coordinates FSN escorts for projects. Provides backup support for Facilities Administrative Assistant (Work Control Clerk) and APOSHO.



B. Property Inventory and Data Entry:

Develops and maintains a tentative work program for Pest management program covering a minimum period of three months. Insures that proper actions are taken to develop, plan, estimate and order materials in this work plan such that weekly schedules can be prepared and assigned.

Keeps data base current and ensures that all items requiring this type of service are included in the program. Produces and monitors PM schedules on a weekly basis considering all variables i.e. manpower availability, tools and equipment, weather, crew sizes, etc. Keeps a history of deferred maintenance items and prepares reports as requested on workload projections, backlogs by shop, costs etc. Maintains complete and accurate files of various schedule and inventory reports produced using this system. Prepares reports and accomplishes research relative to maintenance control. Produces and manages a facilities inspection schedule. Works closely with supply persons to insure adequate supply safety and pest control related in-stock materials.

QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum a diploma in electrical, mechanical or civil engineering field from any government approved polytechnic institution **or** HSC with six months vocational training on the same subjects from any government approved polytechnic institution is required. *(You must attach a copy of your diploma/H.S.C. & Training certificate along with your application form.)*
- 2. Language Proficiency:** Level III (Good Working Knowledge) in speaking/writing English and Level IV (Fluent) Bangla is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum 3 years of responsible experience in the building maintenance field that include supervision and planning skills required.
- 4. Knowledge:** Good knowledge of methods, materials, tools and equipment used in building, mechanical and electrical maintenance repair and construction activities required. Working knowledge of appropriate plumbing and electrical code regulations; applicable fire and safety codes, regulations and standards. Should have knowledge of the principles of effective supervision.
- 5. Skills and Abilities:** Able to train and supervise a diverse group of employees; use tools, machines, equipment and materials of building, electrical and mechanical trades; read and interpret plans, technical manuals, diagrams, architectural blueprints and specifications; plans and schedules work; make standard arithmetic computations to size and locate various details of the work; calculate the quantity and



cost of materials and labor required to complete a project. Should have basic computer skills to maintain database and draft reports.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (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 on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

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

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)



2. 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.

3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) **A passport size photograph (taken within six months),**
- II) **A copy of Passport or Voter ID or Driver's License, and**
- III) **A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

All candidates must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)



DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign



Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American

- Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.



EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: May 5, 2013

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.

Cleared by:

HRO: x

FM: x

FMO: x