



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 13 - 049

- OPEN TO:** All Qualified In-house Candidates
- POSITION:** Maintenance Supervisor, FSN – 9; FP-5
(Salary approx. Tk. 74,000 per month)
- OPENING DATE:** October 17, 2013
- CLOSING DATE:** October 23, 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 Supervisor** in Facility Maintenance Section (FMS).

BASIC FUNCTION: The incumbent reports to the Facility Manager (FM) for all assigned duties and is directly responsible for the administration and supervision of Post Residential Maintenance program. Provides maintenance support and services to all post agencies and personnel and also responsible for the actions of all subordinate employees.



MAJOR DUTIES AND RESPONSIBILITIES:

- Independently oversees all grounds keeping, maintenance, repair, installation, construction and renovation work assigned to Residential Maintenance including residential preventive maintenance program for all agencies.
- Tasks residential maintenance foreman with specific work through utilization of the post computerized maintenance system. Approves incoming work orders through e-services. Communicates with requesters and other offices/units. Determines priorities, assignments and establishes required maintenance work plans to ensure timely completion of all work along with preparing budget estimates. Continually monitors work in progress to ensure USG approved maintenance procedures.
- Coordinates maintenance for residential housing for arriving post personnel closely working with security, telephone office and Post Occupational Safety and Health Officer (OSHA). Coordinates logistic support to ensure availability of all needed transportation, tools, and materials. Identifies local sources and availability for maintenance related spare parts and support services. Complies with OSHA safety assessments in all work places and ensures compliance with post fire, safety and health standards by all assigned residential maintenance personnel. Conducts safety reviews with the maintenance supervisors and foreman and performs weekly safety inspections in all work places.
- Prepares reports on various aspects of the overall residential maintenance program as required. Provides necessary internal controls over maintenance operations. Continually reviews computerized work reports on pending work to ensure work is assigned and completed efficiently, corrects deficiencies as needed. Reviews repair costs and recommends replacement of equipment. Prepares the annual residential maintenance budget. Conducts time and motion surveys to determine manpower and training requirements.
- Directly supervises two employees and indirectly supervises over 60 technicians. Select employees, approves leave requests, takes disciplinary action, reviews time and attendance reports, prepares and reviews employee evaluations, reviews and revises position descriptions. Responsible for the overall training program within the residential maintenance Unit. Attends staff and project meetings.
- Performs other duties as assigned.



QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum three years Diploma-in-Engineering in Civil/Electrical/Mechanical/Power/Refrigeration or Air-conditioning (obtained after passing SSC) from an approved polytechnic institution is required. *(You must attach a copy of your SSC & Diploma certificate along with your application form.)*
- 2. Language Proficiency:** Level III (Good Working Knowledge) English and Bangla writing and speaking are required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum eight (8) years journeyman level experience in addition three (3) years previous supervisory experience **(total 11 years)** is required.
- 4. Knowledge:** Detailed knowledge of residential maintenance & operation practices and a thorough knowledge of electrical, plumbing, Air-conditioning, Home appliances, sewage, fire protection and mechanical equipment and systems found in commercial and industrial complexes are required. Full knowledge of industrial safety and fire prevention practices and a broad knowledge of U.S. building, electrical and fire codes required.
- 5. Skills and Abilities:** Must have the supervisory skill to organize, train and direct a multi-trade workforce. Must be able to read, interpret and explain building and construction drawings, electrical schematics and manufacturer's technical manuals. Supervisory skills are required to effectively plan complex and segmented maintenance actions, organize maintenance resources in the most efficient and cost effective manner and respond to priority requirements as they occur. Strong interpersonal skills which effectively deal with mission employees and Bangladeshi craftsman and laborers are absolutely essential.

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 EFMs 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: October 23, 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