



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 074 - 2010

- OPEN TO:** All Interested Qualified Candidates
- POSITION:** Administrative Assistant, FSN – 6; FP- 8
(Salary approx. Tk. 35,000 per month)
- OPENING DATE:** September 29, 2010
- CLOSING DATE:** October 13, 2010 (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 **Administrative Assistant** in Facility Maintenance Section.

BASIC FUNCTION: Under the supervision of Supervisory Facility Engineer, the incumbent is responsible to handle all the maintenance work orders for residential and non-residential maintenance units. S/he also authorizes emergency maintenance works which are processed later for the Facility Manager's approval.



MAJOR DUTIES AND RESPONSIBILITIES:

- ✦ S/he is the administrator for the operation of routine, emergency and preventive maintenance work orders/e-services both for Non-residential & Residential maintenance.
- ✦ S/he inputs customers' approved e-services requests into the WebPASS (software) work order system that includes both emergency and routine work requests.
- ✦ Makes decision in assigning priorities to e-services/Work orders and relays critical information to supervisors; directs/assigns technicians to solve emergency problems. Coordinates between the customer and maintenance personnel, direction and assignment of maintenance crews in emergency situations, follows up on the status of work requests, reports back to local supervisor/Facility Manager whether work done or undone, answers queries to requestor and/or occupant.
- ✦ Coordinates with Non-Residential and Residential Maintenance supervisors for the scheduling the preventive maintenance work orders in USG offices and residences on a daily, weekly and monthly basis. Monitors the completion of both routine and preventive maintenance work orders. Keeps the requestors and the Facility Manager updated on the status of overdue/aged work orders/e-services requests of Non-residential and Residential Maintenance.
- ✦ Places work orders/e-services in hold status when materials or other resources are not available to complete the required work. Maintains reports on all on-hold, non-completed work orders, follows up to identify the reason for delays and estimated delivery of materials.
- ✦ Analyzes all completed work orders/e-services of Non-residential and Residential maintenance to ensure the required information is annotated correctly, then calculates material cost and labor data and inputs information into the WebPASS computer system.
- ✦ Responsible for preparing quarterly office maintenance schedule for Maintenance Team to perform maintenance, repair, painting and cleaning of office rooms.
- ✦ Prepares PM Schedule for fire extinguishers, smoke detectors, fire suppression systems, generators, AC units, dehumidifiers, water heaters, refrigerators, freezers and other non-expendable units, and Annual Inspection Surveys (AIS) for USG offices and residences.
- ✦ Works with Maintenance and APU Supervisors to maintain an accurate equipment/appliance/component inventory of all units requiring preventive maintenance and then inputs each piece of equipment by serial number, NEPA (Non Expandable Property Application) number and locations into the PASS work order system for all USG offices and STL (Short Term Lease) residences, US Mission Club and US Commissary to



develop specific maintenance checklists for the same. Reviews with the supervisors/foremen each checklist for accuracy and efficiency, then inputs into the Web PASS work order system.

- ✚ Researches, calculates, and determines the cost incurred for labor and materials at the end of each month on ARA & USCOM facilities and equipment; prepares and submits a computerized bill to ARA & USCOM. Responsible for initial billing queries which often occur from the ARA and USCOM Managers & occupants.
- ✚ Maintains current operation and maintenance manual (OMM) for long term leased and Govt.-owned buildings.
- ✚ Coordinates with the pest contractor and requestor when the Maintenance Inspector is on leave/absence. Serves as a back-up for other Administrative Assistant positions for FM and GSO.
- ✚ Carry out special assignments and programs as directed by the local Supervisor/Facility Manager.

QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum a bachelor's degree in Science, Arts, or Commerce is required. *(You must attach a copy of your bachelor degree certificate along with your application form.)*
- 2. Language Proficiency:** Level III (Good Working Knowledge) in speaking/writing English and Bangla is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum two years of maintenance or administrative or data entry operations experience is required.
- 4. Knowledge:** Knowledge of data entry using computer data entry software for Work Orders.
- 5. Skills and Abilities:** Must be able to work on own initiative. Must be able to respond to all requests concerning the maintenance of post equipment. Level III typing ability, calculation operation, thorough computer knowledge, using data entry software and accurate maintenance of computer records.



SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in their 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 US 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. 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 **or**, FAX at 9887825.

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)
Fax # 9887825



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 13, 2010

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

MGT: x