



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 15-012**

DATE: February 20, 2015

OPEN TO: All Interested Candidates

POSITION: **Receiving Clerk/Warehouseman, GSO, FSN-05, FP-09**

OPENING DATE: February 20, 2015

CLOSING DATE: March 6, 2015

WORK HOURS: Full time: 40 hours/week

SALARY

*Ordinarily Resident:
Position Grade: FSN-05/1 BDS\$44,873.00 p.a. (Starting Salary)

*Not-Ordinarily Resident:
Position Grade: FP-09/1 US\$32,498.00 p.a. (Starting Salary)

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bridgetown is seeking an individual for the position of Receiving Clerk/Warehouseman, in the General Services Office (GSO).

BASIC FUNCTION OF POSITION:

Incumbent is responsible for the receipt and inspection of all property (expendable and non-expendable), the prompt reporting of property receipt, notification of incomplete or inadequate delivery of USG purchase orders to the Embassy Warehouse, and the accurate maintenance of USG receiving reports and records using the ILMS system and Property Receiving Reports. Incumbent also assists within the USG Warehouse to deliver property and received USG assets, assists with the manual labor of physically moving USG property, is a certified forklift operator, and authorized to drive USG vehicles in order to carry out the duties of the warehouse. Incumbent is the Acting Warehouse Supervisor in the absence of the Warehouse Supervisor.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is attached to this Vacancy Announcement for ease of reference.

QUALIFICATIONS REQUIRED

NOTE: 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. Required to have at least four years' experience in administration, records keeping, property management, inventory management, or related field.
3. Level IV English (speaking, writing and reading) is required.
4. Ability to maintain updated, regular, detailed records for proper and accountable property management is required. Must be detail oriented and willing to work as a member of a team. Required to comply with safety practices at all times while moving and handling equipment, including maintaining safety postures while moving equipment and working in the warehouse and using and wearing hardhats, gloves, boots, etc.
5. Strong computer and keyboard skills to work with proprietary USG inventory systems is required. Required to maintain a commercial class driver's license in accordance with Barbados law. Required to maintain forklift operation certification. Required to work in a physically challenging environment in the warehouse, moving and lifting furniture and equipment as needed. Required to work afterhours for auctions, representation events, etc., on occasion. (*skills will be tested*)

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 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. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-174);
2. 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.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

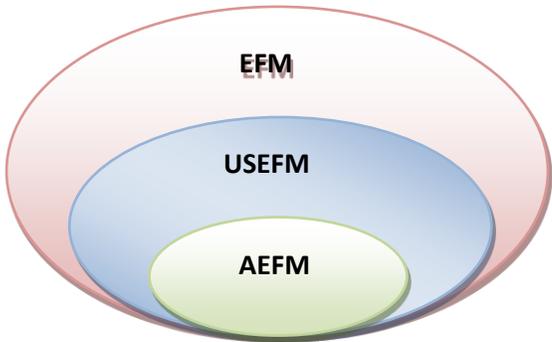
BridgetownHR@state.gov

CLOSING DATE FOR THIS POSITION: March 6, 2015

The US Mission in Bridgetown 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.

**Appendix A
DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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 U.S. 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 U.S. 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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Drafted: CRivera, HRA

Cleared: JKania, A/GSO

MHunte, HR

Approved: RHamilton, MC

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST EMBASSY, BRIDGETOWN, BARBADOS	2. AGENCY STATE	3a. POSITION NO. C52740
---	---------------------------	-----------------------------------

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position
 c. Other (explain)

CAJE

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Receiving Clerk/Warehouseman, FSN-805	FSN-05	JMN	03-10-2011
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Receiving Clerk/Warehouseman	7. NAME OF EMPLOYEE
--	----------------------------

8. MISSION American Embassy, Bridgetown	b. Second Subdivision
---	-----------------------

a. First Subdivision General Services Office	c. Third Subdivision
---	----------------------

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
--	---

Typed Name and Signature of Employee	Date(mm-dd-yy)	Typed Name and Signature of Local Supervisor	Date(mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.		12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.	

Typed Name and Signature of American Supervisor	Date(mm-dd-yy)	Typed Name and Signature of Human Resources Officer	Date(mm-dd-yy)
---	----------------	---	----------------

13. BASIC FUNCTION OF POSITION

Incumbent is responsible for the receipt and inspection of all property (expendable and non-expendable), the prompt reporting of property receipt, notification of incomplete or inadequate delivery of USG purchase orders to the Embassy Warehouse, and the accurate maintenance of USG receiving reports and records using the ILMS system and Property Receiving Reports. Incumbent also assists within the USG Warehouse to deliver property and received USG assets, assists with the manual labor of physically moving USG property, is a certified forklift operator, and authorized to drive USG vehicles in order to carry out the duties of the warehouse. Incumbent is the Acting Warehouse Supervisor in the absence of the Warehouse Supervisor.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Receiving Clerk (60% of time) - Responsible for verifying and reporting on the receipt of USG property: this includes physically inspecting received property against USG procurement documents and the shipping/delivery invoices, checking sealed carrier and serial numbers prior to carrier being opened for evidence of tampering, identifying and checking items against receiving and acquisition documents for original item requested and number of items to determine any discrepancies, inspecting for external damage, and signing the bill of lading acknowledging receipt of those items. In the performance of the following duties, the receiving clerk must be knowledgeable of the expendable (stock control) and non-expendable ILMS application programs. Must be able to understand their respective application reports and to submit entries and corrections to the ILMS and stock programs.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school is required.

b. Prior Work Experience

Must have at least four-years' experience in administration, records keeping, property management, inventory management, or related field.

c. Post Entry Training

ILMS system training; WebPass training; bi-annual forklift operation training

d. Language Proficiency: List both English and host country language(s) by level and specialization.

e. Knowledge

Must be able to maintain updated, regular, detailed records for proper and accountable property management. Must be detail oriented and willing to work as a member of a team. Must comply with safety practices at all times while moving and handling equipment, including maintaining safety postures while moving equipment and working in the warehouse and using and wearing hardhats, gloves, boots, etc.

f. Skills and Abilities

Strong computer and keyboard skills to work with proprietary USG inventory systems is required. Required to maintain a

commercial class driver's license in accordance with Barbados law. Required to maintain forklift operation certification. Required to work in a physically challenging environment in the warehouse, moving and lifting furniture and equipment as needed. Required to work afterhours for auctions, representation events, etc., on occasion.

16. POSITION ELEMENTS

a. Supervision Received

Reports directly to the Warehouse Supervisor

b. Available Guidelines

14 FAM, 14 FAH, post policy

c. Exercise of Judgment

Must be able to make sound determinations to evaluate proper delivery of USG property and to identify errors in orders/inadequate delivery/damaged delivery/etc. Must solve routine problems without assistance, but must refer significant problems to post management

d. Authority to Make Commitments

None

e. Nature, Level and Purpose of Contacts

Will interact with all levels of the U.S. Mission in the delivery of property. Will interact with vendors and commercial carriers for receipt of property. Primary communication will be oral, with limited documentation via email or short form documents.

f. Supervision Exercised

None

g. Time Required to Perform Full Range of Duties after Entry into the Position

One year

Reviews a shipments vendor bill of lading against acquisition document to determine if original requested items and correct quantity have been delivered. Notes any substitutions, shortages or damage on the receiving reports and transportation documents (e.g., delivery receipt, bills of lading, or manifests) notifies the Warehouse and Supply Supervisor and the A/GSO about any discrepancies.

Distributes copies to property records clerk and the procurement unit. As necessary, receives fuel deliveries, checking the pre and post delivery fuel tank levels, and completing all receiving reports and related documentation.

Establishes and maintains for the Embassy Warehouse the records management file for acquisition documents (purchase orders, contracts, transfer documents or requisitions) and related shipping documents (GSA and vendor bill of lading, packing slips). Establishes a "due in" file for all acquisitions. As shipments are received, and each acquisition document is completed (i.e., receiving reports are on file confirming that all items listed on the acquisitions documents have been received or actions on damaged or missing property have been completed) transfers all documents in that "due in" file to a compete file. Meets weekly with the procurement unit to review the "due in" file in particular when delivery dates have already passed.

Identifies and records all non-expendable property by agency ownership. Ensure that all non-expandable property has the ILMS bar code label.

Property Movement (30% of time) - Under the guidance of the Warehouse Manager, assists fellow warehouse personnel in the delivery, arrangement, etc. of USG property to authorized locations. This includes physically moving property as necessary to ensure compliance with authorized property movements. This includes loading, unloading, and delivery of a wide assortment of U.S. Government office and residential equipment, supplies, furnishings and spare parts needed to carry out in-house repairs and/or maintenance activities. This also includes assembly and installation of office and residential equipment using basic plans and manufacturer instructions.

This will include the installation and take-down of tents, tables, and equipment associated with USG representational events.

Assists in routine inventories as necessary on an annual or more frequent basis.

Must comply with safe handling of protective equipment and maintain safety posture at all times while moving equipment and in the warehouse at all times including use of hardhats, gloves, boots, etc.

Forklift Operator/Truck Driver (10% of time) - Incumbent is certified every two-years in the safe and appropriate handling and operation of a warehouse forklift. Incumbent must maintain certification as part of their duties. Incumbent must also maintain local driver's license for the operation of commercial class trucks and vehicles for the safe delivery of USG property. Incumbent will share responsibility for forklift use in the warehouse and the driving duties necessary to complete authorized property delivery actions.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

OF 298 (08-2001)