

## **EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2016-02A**

The U.S. Embassy Belmopan has an opening for a Supply Clerk position. The successful candidate will be required to obtain a security clearance and undergo a medical examination.

**This position is being re-advertised with a revised experience requirement. If you previously applied for this position via Vacancy Announcement No. 2016-02, dated February 7, 2016, you need not re-apply as your application will be considered.**

### **BASIC FUNCTION OF THE POSITION:**

- Maintains stock, property and custody records of household furnishings and equipment;
- Conducts inventories of expendable supplies and non-expendable property;
- Responsible for the management of the welcome/hospitality kits storeroom, including all issues and turn-ins, to and from residences;
- Assists with setting reorder points and maintaining stock levels by completing requests for purchase orders. Tracks the status of a stock requests;
- Maintains the stock catalog;
- In close collaboration with the supervisor, reviews and approves requisitions for the issuance of expendable supplies and non-expendable property.

### **QUALIFICATIONS REQUIRED:**

- Completion of secondary school along with two years of related office clerical work and/or data entry experience is required **OR**
- In lieu of the secondary school, completion of primary school along with six years of related office clerical work and/or data entry experience is required.
- Level III (good working knowledge) reading/writing/speaking English is required.
- Knowledge of MS Word and Excel is required.
- Typing speed of 25 words per minute is required. (This will be tested.)
- A valid Belize driver's license is required. (Applicants must include a copy of their valid Belize driver's license with the application.) If not already issued, the selected applicant must be eligible to obtain a Class B2 driver's license within the first 30 days of employment.

**Note: This position includes incidental driving responsibilities. To meet our Safety and Health Environment Management Policy, incidental drivers must be 25 years or older and must be able to pass an incidental driver's physical examination. The selected applicant must have this certification in place prior to receiving a final offer of employment.**

**WHO MAY APPLY:** Anyone who is eligible for appointment under Belize's local laws. Applicant must be in possession of a Belize social security card valid for employment and/or a resident/work permit.

**HOW TO APPLY:** Interested candidates must submit the following in order to be considered for the position. Universal Application for Employment (UAE) form (DS-0174); plus any other documentation (e.g., essays, certificates, awards, licenses, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:** [BelmopanJobs@state.gov](mailto:BelmopanJobs@state.gov) All applications must be signed and scanned. ONLY electronic applications will be accepted. To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on [DS174 - Universal Application for Employment](#) Your e-mail must state the vacancy title and vacancy announcement number in the subject line, Example: Supply Clerk, Vacancy Announcement No. 2016-02A. E-mails received without the appropriate subject line will not be considered.

A copy of this advertisement, the position description and the required application form (DS-0174) are posted on the Embassy's website at [http://belize.usembassy.gov/job\\_opportunities.html](http://belize.usembassy.gov/job_opportunities.html). The deadline for submitting applications is Friday, July 1, 2016. Applications will not be accepted after July 1, 2016.