

## **EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2016-26**

The U.S. Embassy in Belmopan is seeking eligible and qualified applicants for a Janitor position. The successful candidate will be required to obtain a security clearance and undergo a medical examination.

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

- Cleans offices and other work areas, public areas and entrances, hallways, bathrooms, water fountains, sidewalks and storage areas, including outlying buildings, and U.S. Government owned and leased residences during transition periods.
- Performs hard-floor cleaning such as sweeping and mopping, but also more extensive maintenance such as stripping, re-sealing, and polishing of stone and vinyl flooring.
- Responsible for the care, cleanliness and storage of cleaning equipment and reporting building maintenance problems.
- Works with the General Services Office to ensure that the stocking of cleaning supplies is adequate.

### **QUALIFICATIONS REQUIRED:**

- Completion of primary school is required.
- Six months experience in custodial/janitorial work is required
- Level III (good working knowledge) speaking/reading/writing English is required.
- Good working knowledge of the safe use of cleaning chemicals/products and cleaning machines.

**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. 1. Universal Application for Employment (UAE) form (DS-0174); plus 2. 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 [http://belize.usembassy.gov/job\\_opportunities.html](http://belize.usembassy.gov/job_opportunities.html). Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: Janitor, Vacancy Announcement No. 2016-26. E-mails received without the appropriate subject line will not be considered.

A copy of this advertisement, the position descriptions 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, November 18, 2016. Applications will not be accepted after November 18, 2016.

The U.S. Mission in Belize 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.