

## **EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2016-21**

The U.S. Embassy Belmopan has an opening 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 leased residences during transition periods.
- Assist with cleaning of welcome kit utensils, washing of linens/towels, and preparation of linens for official functions.
- Responsible for the care, cleanliness and storage of cleaning equipment and for 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. 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 [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. 2016-21. 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, August 5, 2016. Applications will not be accepted after August 5, 2016.