

**EMBASSY OF THE UNITED STATES OF AMERICA
BANDAR SERI BEGAWAN**

Vacancy Announcement

The U.S. Embassy in Bandar Seri Begawan is seeking dynamic, action-oriented individuals for the following position:

1. General Services Operations Supervisor (GSA)

Training Level: *B\$30,538 – B\$48,864* (determined upon job offer). Most applicants will qualify at this level and, if hired, are expected to reach Full Performance Level within 1 year.

Full Performance Level: *B\$ 39,316 – B\$62,906* (determined upon job offer). Attained after 1 year on the job with satisfactory performance, unless applicant has prior U.S. Embassy experience.

Duties: Directly supervises 7 employees in 6 sections including: shipping & customs, housing, motorpool, physical property management, service request fulfillment, and procurement. The incumbent will supervise general service operations (GSO) including: staff, processes and schedules. Must be able to appropriately manage staff to ensure that their duties are prioritized and completed on time. Also serves as an assistant to and is supervised by the American Management Officer.

Requirements:

- Successful completion of 2 years of post-secondary study (college or university) required. Can be substituted with 4 additional years of relevant work experience.
- A minimum of 3 years of work experience in either general administrative or customer services is required.
- An additional minimum of **2 years of supervisory experience** in either general administrative or customer services is required.
- Level IV (Fluent) Speaking/Reading/Writing in English is required.
- Must be able to manage staff to ensure that their duties are prioritized and completed on time.
- Must be able to work under pressure and deal effectively with contractors and service personnel.
- Must possess a valid driver's license.
- Competency in MS Office program (Outlook, Word, Excel) is required.

Please refer to the following website for more information:

http://brunei.usembassy.gov/job_opportunities.html

Candidates must be able to obtain a security clearance, pass a medical checkup and obtain a relevant pass to work in Brunei.

HOW TO APPLY: Applicants are invited to submit a completed DS-174 application form along with their application letter, CV with full personal details, copies of all relevant academic qualifications and experience certificates to the following address or email at **BSBHR@state.gov by May 14th, 2016**. Please state the position you are applying for.

Note: A completed DS-174 application form must be submitted. Only short listed applicants will be notified.

Human Resources Office
American Embassy
Simpang 336-52-16-9, Jalan Duta BC4115
Brunei Darussalam