

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 15-09

OPEN TO: All Interested Candidates

POSITION: W A R E H O U S E M A N

OPENING DATE: October 9, 2015

CLOSING DATE: October 23, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: **FULL PERFORMANCE LEVEL**

*Ordinarily Resident: Position Grade: LES-2
(LES-1 HRK 125,129 annual gross salary)

*EFM/MOH/NOR: Position Grade: FP-CC to be confirmed
by Washington

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Zagreb is seeking an individual for employment in country for the position of Warehouseman position in the General Services office.

BASIC FUNCTION OF POSITION

Moves Government furniture, furnishings, and equipment between warehouse and Government leased/owned offices and residences. Unloads and assists receiving officer inspect incoming furniture and supplies. Places supplies and furniture in assigned storage bays at warehouse using forklift and by hand. Assists with annual inventories of Government properties. Assists maintenance staff in performing assigned work requests at Embassy office and residences. Provides general outdoor maintenance support, such as snow removal and keeping courtyard area washed and cleaned. Assists Supply System Analyst. Drives Embassy vehicles.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Completion of elementary school is required.
2. Six months of warehouse experience is required.
3. English: Level II (limited knowledge) and Croatian: Level IV (fluent) is required.
4. Must be able to perform heavy lifting, and must be aware of correct lifting methods.
5. Must have a valid drivers license cat B., and be able to operate a forklift.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested candidates for this position **must submit both Resume and DS-174 Application form** for consideration:

1. **Universal Application for Employment (UAE)** as a Locally Employed Staff or Family Member (**DS-174**); the form is posted on Embassy's internet (<http://zagreb.usembassy.gov>) and intranet site; and
2. A current resume or curriculum vitae.

Candidates who do not submit both Resume and DS-174 form will be considered not qualified.

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Failure to follow these instructions will result in an incomplete application.

E-mail APPLICATION TO zagrebjobs@state.gov

If you don't have access to e-mail, fax or mail to:
American Embassy Zagreb – HRO (Warehouseman)
T. Jefferson 2, 10010 Zagreb
Fax no: +385-1-661-2371

For hiring policy and definitions please refer to Management Notice No 08-074 - Standard Requirements for All Local Positions at the Mission, dated July 23, 2008.

CLOSING DATE FOR THIS POSITION: October 23, 2015

An Equal Opportunity Employer

The US Mission in Croatia 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.