

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 12-19**

**OPEN TO:** All Interested Candidates

**POSITION:** Trades Helper PSA-03; FP-BB\*

**OPENING DATE:** August 23, 2012

**CLOSING DATE:** September 5, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Ordinarily Resident (OR): 7,170,078 F CFA p.a. (Starting salary)  
(Position Grade: PSA-03)

\*Not-Ordinarily Resident (NOR): \$21,840 USD p.a. (Starting salary)  
(Position Grade: FP-BB)

(\*) Final salary/grade will be determined by the appropriate Washington or US headquarters office

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Libreville is seeking an individual for the position of **Trades Helper** in the Facility Management Section.

### **BASIC FUNCTION OF POSITION**

Employed as a Trades Helper to assist the Supervising Building Engineer and assigned technicians and mechanics in the performance of skilled trades maintenance and repair work throughout the New Embassy Compound (NEC) buildings, grounds and residential owned/leased properties. Tasks may include welding, painting, carpentry, and minor grounds work.

1. A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 00(241) 01.45.72.70 / 01.45.72.33 or 01.45.72.49

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

#### **1. Education**

Successful completion of secondary school at a minimum is preferred.

## **2. Prior work experience**

2 years of maintenance or construction semi-skilled work experience in skilled trades with significant focus on building systems.

3. **Language Proficiency:** Level II in English language spoken proficiency is required. French Level III is required

## **4. Post Entry Training:**

Position may require individual to travel TDY for the purpose of receiving on the job training to become familiar with mission maintenance operations. Training to operate Work Order for Windows will be provided. Specialized training will be sought on an as needed basis. Training plans will be coordinated by the Facility Manager and Post Management.

## **5. Job Knowledge:**

The incumbent shall possess job knowledge to basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. General knowledge of tools, trades, and maintenance techniques required. Must become familiar with all properties, locations, and special circumstances as they relate to FMS (Facility Maintenance Staff) activities. Must have a basic knowledge of local building codes.

## **6. Skills and Abilities**

The incumbent shall have the skills and abilities in the following areas:

1. Must be able to use all tools of the trade including ladders.
2. Must be able to keep work sites clean and neat.
3. Must have a valid driver's license for standard vehicles.
4. Use good safety practice and follow all safety requirements in execution of tasks and be able to use all appropriate personal protective equipment (PPE).
5. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments.
6. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Be able to take direction and must be organized. Communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
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.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)

- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle,  
Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S.  
Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

## **SUBMIT APPLICATION TO**

Human Resources Office (or Mgmt Office)  
U.S. Embassy,  
B.P. 4000 Libreville

Or

<http://libreville.usembassy.gov/>

## **POINT OF CONTACT**

Human Resources Office  
Tel.: 00(241) 01.45.71.00  
Or : 00(241) 01.45.72.70  
      : 00(241) 01.45.72.33  
      : 00(241) 01.45.72.49

## **DEFINITIONS**

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: September 5, 2012**

The US Mission in Libreville 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.