Vacancy Announcement Number 38/15-1

Note: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

This vacancy replaces vacancy announcement number 38/15, for those applicants who applied for 38-15, please do not reapply. Your applications will be considered.

OPEN TO:	All Interested Candidates
POSITION:	Supply Supervisor (non-expendable) **Full Performance level - FSN-8; FP-6*** **Developmental level – FSN-7; FP7*** (*Position Grade for Not Ordinarily Resident FP-6 and FP-7 is confirmed by Washington ***or*** Actual Grade to be determined by Washington) (Position Grade for Ordinarily Resident is FSN-8 and FSN-7)
OPENING DATE:	**October 21, 2015**
CLOSING DATE:	**November 4, 2015**
WORK HOURS:	**Full-time, 40 hrs week**
SALARY:	**Ordinarily Resident (OR): GEL 55.558 (Gross); FSN-8 GEL 47.155 (Gross); FSN-7 ***Not-Ordinarily Resident (NOR): USD 39.166; FP-6 USD 35.014; FP-7

All Locally Employed Staff or Family Member applicants must submit a DS-174 Application for Employment. CVs, Resumes or any other format will not be accepted. All documents MUST be submitted in PDF format.

NOTE: Please read the announcement carefully. Only short-listed candidates will be contacted. All applicants must indicate the names of any family members related by blood or marriage who are working for the U.S. Embassy in Tbilisi, or for any other U.S. Government entity in section 17 of DS-174. This includes brothers, sisters, parents, children, cousins, aunts, uncles, in-laws by marriage – any family connection at all. If there are no family members or relatives, they must clearly state this in their application. Without this information the application will not be considered.

US Embassy Tbilisi is seeking an individual for the position of Supply Supervisor (non-expendable) in the General Services Section. Employee will be eligible for Medical Insurance, vacation and possible over time as contained in Embassy Tbilisi's local compensation plan.

BASIC FUNCTION OF POSITION:

Manages the Embassy's warehouse operations. Develops and maintains a warehouse delivery and resource deployment schedule to fulfill customer requests. Serves as the customer's primary point of contact for warehouse services. Monitors that current property issuing policy and procedures are being followed and relevant paper work is completed accurately. Identifies property that is no longer suitable for use due to damage, safety issues, and age and recommends refurbishment or disposal. Contracting Officer's Representative (COR) for transportation of property contracts up to $100K per year.

QUALIFICATIONS REQUIRED:

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

- Completion of at least two years of University/College studies is required;
- Three years of experience in a warehouse or logistics/supply chain function is required;
- Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. This will be tested.
  Level IV (Fluent) Speaking/Reading/Writing Georgian is required. This may be tested.
- Understanding and following the asset management regulation per USG regulations specified in the Foreign Affairs Handbook (FAH), Foreign Affairs Manual (FAM) and Foreign Affairs Regulations (FAR) is required. Proficiency in Integrated Logistics Management System (ILMS) for expendables and non-expendables is required. Must be able to pull records from ILMS to formulate strategic plans for annual purchasing of supplies and assets. Must be able to formulate plans to use staff efficiently for both core warehouse responsibilities as well as all projects in all sections of warehouse. Including receipt of shipments, inventory of residences, management controls in and out of the warehouses, conduct spot checks, etc. while ensuring the integrity of information in ILMS.
- Computer proficient is required. A valid Georgian driver's license category B (copy of license must be attached) is required.
- The ability to direct and supervise warehouse functions efficiently is required. The ability to drive forklift is required. Good hand eye coordination is required.

SELECTION PROCESS:

When equally 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. Applicants who include any inaccurate or falsified information in their application materials may be subject to non-consideration or dismissal if employed.

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 FMA appointment 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.
6. The candidate must be able to obtain and hold a local security clearance.

TO APPLY:

All documents MUST be e-mailed in PDF format to HROTbilisi@State.gov. No other formats will be accepted.

Applicants without internet access may mail hard copy applications to:

U.S. Embassy, Tbilisi
11 George Balanchine St.
Tbilisi, Georgia 0131
ATTN: HR Office

Interested applicants for this position must submit the following or the application will not be considered:

1. DS-174 Application for Employment.
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their applications;
3. Any other documentation (e.g. certificates, driver's license, copies of academic degree earned) that addresses the qualification requirements of the position as listed above. Certification of required educational degrees is always mandatory.
4. All applicants must indicate the names of any family members related by blood or marriage who are working for the U.S. Embassy in Tbilisi, or for any other U.S. Government entity in section 17 of DS-174. This includes brothers, sisters, parents, children, cousins, aunts, uncles, in-laws by marriage – any family connection at all. If there are no family members or relatives, they must clearly state this in their application

NOTE:

1. All applications must have the Position Title and Vacancy Announcement Number identified under the paragraph 1 and 3.
2. Please apply on-line using the HROTbilisi@state.gov email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and Application Requirements on applying with the American Embassy in Tbilisi: http://georgia.usembassy.gov/about-us/employment-opportunities-tenders2.html
3. All applications must be for a specific advertise position. Applications previously submitted for a different position will not be considered for future vacancies.

DEFINITIONS:

1. 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 below) 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.

2. 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.

3. 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,
- 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 LCP

Closing Date for This Position: November 4, 2015.

The US Mission in Tbilisi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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 program.

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.