



**AMERICAN CONSULATE, HYDERABAD, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 16-09**

The U.S. Consulate in Hyderabad is seeking an individual for the position of Supply/Maintenance Clerk in the GSO Section, Management Office.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted**

**OPEN TO:** All Interested Candidates

**POSITION:** Supply/Maintenance Clerk, FSN- 0805  
HYA-522001, (Personal Services Agreement)

**OPENING DATE:** January 16, 2009

**CLOSING DATE:** February 02, 2009

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

**SALARY:** **Not Ordinarily Resident:** Grade: FP- 9  
(Steps 1 thru 4)

**Ordinarily Resident:** Grade: FSN- 05

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

## **BASIC FUNCTION OF POSITION**

- Issue expendable and maintenance supplies on receiving approved requests. Maintain separate databases for expendable and maintenance supplies.
- Oversee the preventive maintenance contract for office equipment. Arrange for on-call services and repairs. Assist Maintenance Supervisor with office and residential maintenance.

## **14. MAJOR DUTIES AND RESPONSIBILITIES**

- Issue expendable and maintenance supplies on receiving approved requests. Maintain separate databases for expendable and maintenance supplies.
- Maintain office supplies and maintenance supplies. Rotate stocks. Enter stock in stock control.
- Prepare periodic requisition for expendable supplies. Provide necessary statistics for developing acquisition of expendable supplies. Monitor stock level and inform when reorder point reached.
- Prepare monthly usage report for expendable supplies to B&F by agency for billing purposes.
- Inform the Maintenance section, stock level of their items for reordering. Request/Coordinate periodic and annual inventory and reconcile reports for submission to Washington D.C.
- Oversees the preventive maintenance contract for office equipment, i.e. photocopiers, stabilizer, money counting machines, typewriters, fax, franking machine, etc., Ensures that the services against such contracts are carried out. Arrange for on-call services and repairs.
- Assist Maintenance Supervisor with office and residential maintenance as required including overseeing and escorting maintenance contractors. Perform routine maintenance in the office building on an ongoing basis. Oversee janitorial contractors

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- |                           |   |
|---------------------------|---|
| a. Education:             | Completion of Secondary School (10th Class) is required.                              |
| b. Prior Work Experience: | 2 Years experience in receiving/supply or related field and in facilities maintenance |
| c. Post Entry Training:   | In-house training for 3 months  |
| d. Language Proficiency:  | Level III in English and Telugu   |
| e. Job Knowledge:         | Good working knowledge of agency regulations and procedures.                          |

- f. Skills, and Abilities: Ability to interpret and implement USG Policies and regulations. Demonstrate computer competence. Ability to think logically, plan methodically and implement decisions, ability to organize information and items effectively and efficiently. Ability to follows directions.

## **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate 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. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **TO APPLY**

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on the following websites:

[http://hyderabad.usconsulate.gov/job\\_opportunities.html](http://hyderabad.usconsulate.gov/job_opportunities.html)

or

[http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html)

2. **OPTIONAL:** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

## **SUBMIT APPLICATION TO**

HR OFFICE

American Consulate General Hyderabad  
Paigah Palace, 1-8-323, Chiran Fort Lane  
Begumpet, Secunderabad-500 003  
Andhra Pradesh, INDIA  
or E-mail: [HyderabadVacancies@state.gov](mailto:HyderabadVacancies@state.gov)

Please insert "VA# 16-09 (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **February 02, 2009**

Cleared by: MGT - WBoyle  
Approved by: HRO – CManley

**AN EQUAL OPPORTUNITY EMPLOYER**