

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 15-37

OPEN TO: All Interested Candidates
POSITION: **Custodians, FSN-01**
OPENING DATE: December 7, 2015
CLOSING DATE: December 18, 2015
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual salary will be based on the qualifications of the applicant.

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

The U.S. Embassy in Vientiane is seeking **three (3)** individuals for the position of **Custodians** in the Facility Management Office.

BASIC FUNCTION OF POSITION

The incumbent provides general cleaning services in keeping the Embassy compounds including offices in clean and tidy conditions. Duties and responsibilities include, but are not limited to: dusting, sweeping and mopping floors, cleaning toilets, collecting and dumping garbage, filling drinking water dispensers, helping clean the sites of special events, and performing other general janitorial duties as required.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of secondary school is required.
- 2. Prior Work Experience:** One year work experience as a janitor is required.
- 3. Language Proficiency:** Good working knowledge of Lao language is required.
- 4. Knowledge:** Must have knowledge of cleaning, carpet care and general housekeeping.
- 5. Skills and Abilities:** Should be able to quickly master the use of vacuum cleaners, shampooers and cleaning procedures. Be able to lift heavy items when required.

SELECTION PROCESS

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

ADDITIONAL SELECTION CRITERIA

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

1. Current employees serving a probation period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed U.S. 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.

4. 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) schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY

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

1. Universal Application for Employment as Locally Employed Staff or Family Member (DS-174); Download the form at: http://laos.usembassy.gov/job_opportunities.html; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
3. 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; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. 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.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Thadeua Road, Somvang Tai Village
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)
E-mail: VientianeHRO@state.gov

POINT OF CONTACT

Telephone: 856-21-487000
Fax: 856-21-488002

CLOSING DATE FOR THIS POSITION: DECEMBER 18, 2015

The U.S. Mission in Vientiane 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 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.