



Vacancy Announcement  
U.S. Embassy  
Monrovia, Liberia

ANNOUNCEMENT NUMBER: **13-01**

**OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs) – All agencies

**POSITION:** **Work Planner, FP-06\***

**OPENING DATE:** January 23, 2013

**CLOSING DATE:** February 05, 2013

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

**SALARY:** \*Not-Ordinarily Resident (NOR): FP-06 (to be confirmed by Washington)

The U.S. Embassy is seeking qualified individuals for the position of Work Planner and in the Operations and Maintenance Section.

**BASIC FUNCTION OF POSITION:**

Job holder provides specialized administrative support to the Facilities Maintenance Section. Personally handles a broad range of work assignment functions that increases the productivity and efficiency of the Facilities Maintenance Section. Specialized duties include constant coordination with Facility Manager to ensure work orders system supports the embassy maintenance and that all scheduled preventive maintenance, unscheduled repair and maintenance, make-readies, and special projects are assigned and accounted for on a daily basis.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**Facilities Maintenance assistance:**

- Manages the flow of work within the Facilities and Maintenance Section by using the Post Administration Software Suite (WOW) system to manage all work orders, personnel work assignments, materials purchased for State and other agencies with OBO, Program, ICASS or other funds. Reviews and analyzes work order request, inputs required data, and makes duty assignments. Solely responsible for maintaining the preventative/unscheduled/make-ready/special projects maintenance database and generating maintenance request work schedules. Prepares the work calendar for all maintenance work, tracks and controls the work log to ensure assigned tasks are completed, and conducts follow-up tracking of pending work requests. Makes visual checks of completed work for quality control.

- Incumbent serves as the primary contact for all Facility Maintenance Section interactions with the public. The incumbent is expected to represent the section appropriately and accurately in all contacts with customers, Embassy employees, OBO or other USG personnel, and local citizens interacting with the Facility Maintenance Section. Answers routine questions and provides follow-up information on a variety of request or services provided to customers and coordinates with Mission personnel and/or their family members to schedule safety inspections to ensure U.S. Government standards are being maintained and to follow-up on all work order requests. Tracks procurement of material by maintaining a suspense file on all Facilities Management procurement.
- Provides quality assurance for preventive maintenance programs for all residences and quality assurance on landlord's maintenance of apartment building. Provides quality assurance of work performed on Chancery and provides escort duties of non-security shared technicians. Acts as liaison between Maintenance Supervisor and tenant agencies and escorted technicians.
- Prepares various recurring and special reports by gathering information from files. Monitors suspense files in the office and follows up to ensure timeliness of actions. Maintains organizational chart for the FM Section. Incumbent maintains files on all outsourced and contracted services. Incumbent maintains files and records on all correspondence to and from Overseas Building Operations (OBO). Documentation includes cables, email, funding documents, budgets requests and special requirements. Evaluates processes and procedures to determine how they might be improved to reduce time limits. Identify quality problems and recommend solutions for implementation. Prepares annual workload counts for the FM section and makes workforce recommendations that affect the administrative and operations efficiencies to make the best use of staff personnel.

#### QUALIFICATIONS:

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

1. College or university studies - at least two years of full time, post-secondary study at a vocational college or university.
2. The position requires 2 to 3 years experience in facilities maintenance and industrial setting.
3. Level IV - Fluent in both written and spoken English is required.
4. Knowledge of Microsoft Word, Excel, Access. Must have some knowledge of maintenance and construction engineering. Must have full knowledge of facilities management. Must have some knowledge in recommending and procuring the requisite materials.

5. Must be able to obtain and hold a Top Secret Clearance.
6. Must have excellent resource planning, organization, and follow-up skills. Must have ability to allocate work against staff resources. Must have excellent customer service skills.

## 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

1. Management will consider nepotism issues/conflicts 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 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

Attention: **Work Planner**

American Embassy

P. O. Box 98

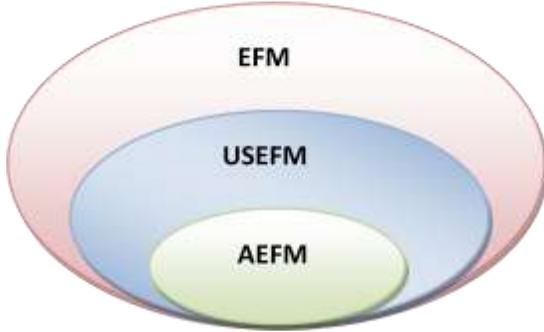
1000 Monrovia 10 Liberia

***Drop in application box at Gate #3***

***Or send applications to [Monrovia-Recruitment-DL@state.gov](mailto:Monrovia-Recruitment-DL@state.gov)***

***The Universal Application Form (DS-174) can be picked up at Gate 3 or the Human Resources Office or access on line***

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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: (February 05, 2013)**

The US Mission in Monrovia 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.

Drafted: HRA: MBHarris

Cleared: HRO: MZewde

Cleared: FM: WNoel

Cleared: FMO: JAKing

Approved: MO:RAcuff

(Signed copy in HR Office)