



EMBASSY OF THE UNITED STATES OF AMERICA

*The Embassy of the United States of America in Windhoek is seeking to hire an individual for the full-time position of **Custodian**. [Position grade: FSN-1]*

STARTING SALARY: N\$ 65,217 gross per annum

Basic functions of the Position

The incumbent is responsible for performing all Char Force duties associated with the cleaning of the Embassy compound and other office spaces. Incumbent cleans, mops, vacuums, dusts, collects garbage and any another duties associated with keeping the office space tidy and presentable inside and out. Provides support for event or conference setup and cleanup. Perform other related duties as assigned.

Required Qualifications and skills:

1. Successful completion of secondary school is required.
2. Six (6) months custodial work experience is required.
3. Level II (limited knowledge) English is required. This will be tested.
4. Knowledge of basic cleaning procedures and ability to prioritize tasks is required.

Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz or at <http://windhoek.usembassy.gov>) and a current CV to the Human Resources Assistant at the Embassy by 17:00 on or before **December 3, 2014**.

Applications may be mailed to P/bag12029, Ausspannplatz, Windhoek, or submitted via e-mail to HROWindhoek@state.gov

Only shortlisted candidates will be contacted. Please submit copies of relevant documents. Applications submitted will not be returned.

Please note that all vacancies within the US Embassy are advertised on the following website:
<http://windhoek.usembassy.gov>