

**AMERICAN EMBASSY  
WINDHOEK  
VACANCY ANNOUNCEMENT**

**2012/11**

**April 19, 2012**

**OPEN TO:** All Interested Candidates

**POSITION:** Full Time Laborer, FSN-1, FP-DD

**OPENING DATE:** **April 23, 2012**

**CLOSING DATE:** **May 7, 2012**

**WORK HOURS:** Full-Time: 40 hours/week

**SALARY:** Ordinarily Resident: N\$ 44 280 p.a.

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

The Embassy of the United States of America in Windhoek is seeking an individual for the position of Warehouse Laborer.

**LENGTH OF HIRE:** *This position will terminate on November 30, 2012. (A six month extension may be considered.)*

**BASIC FUNCTIONS OF THE POSITION**

Incumbent serves as a Warehouse Laborer in the General Services Section, supervised by the Warehouse Storekeeper and is expected to fulfill unskilled manual related tasks.

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HR/A Carine Binding at 295-8541.**

**QUALIFICATIONS REQUIRED**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.

1. Completion of some schooling is required.
2. Six months general labor work experience is required.

3. English Level III is required.
4. Ability to lift heavy items such as furniture, shipping crates and office equipment.

### **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans 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. Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

### **TO APPLY**

Interested candidates for this position should submit the following or the application will not be considered:

- A. Application for U.S. Federal Employment (SF-171 or OF-612)
- B. A current résumé/curriculum vitae that provides the same information as an OF-612; Plus
- C. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- D. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum qualifications of the position, as listed above.

If an application is already on file, please send a memo to the HR Officer indicating your interest.

### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: HR/A – Carine Binding  
14 Lossen Street or Postal Bag 12029  
Ausspannplatz, Windhoek

### **POINT OF CONTACT**

Name: Carine Binding  
Telephone: (061) 295-8541  
FAX: (061) 295-8603

**CLOSING DATE FOR THIS POSITION: May 7, 2012**

The U.S. Mission in Namibia 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.