

VACANCY ANNOUNCEMENT

(Announcement Number: 14-09)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Maintenance Foreman.

OPEN TO: All Interested Candidates

POSITION: Maintenance Foreman, FSN – 7; FP – 7

OPENING DATE March 3, 2014

CLOSING DATE: March 17, 2014

WORK HOURS: Full-time; 40 hours/week

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

BASIC FUNCTION OF THE POSITION

The incumbent supervises a crew of up to 12 multi-skilled tradesmen responsible for performing buildings and grounds maintenance and repair works on mission residential and office generator engines. The incumbent develops and organizes work plans for approved tasks; determines the level of resources needed in completing the tasks; and assigns work and provides on-the-job instructions to tradesmen.

QUALIFICATIONS REQUIRED

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

1. Successful completion of Secondary School is required. Completion of vocational training producing journeyman skills in any of automobile or electrical or electronics trades is required.
2. At least three years of journeyman level experience in operation and maintenance of 40-500 KVA generator engines and control trades is required. One year of supervisory experience managing multi skilled tradesmen is required.
3. Level III (good working knowledge) speaking/reading/writing English is required. Level III (good working knowledge) speaking/reading/writing Nepali is required.
4. Thorough knowledge of the use of various tools and equipment related to various maintenance trades is required. Good knowledge of local building codes and accepted trade practices is required. Good working knowledge of various Windows based computer applications and AutoCAD is required.

5. The ability to supervise and give on-the-job instructions to multi-trade work force using good leadership skills is required.
6. A valid local driver's Class B license is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:
http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: Recruitktm2@state.gov (write “Application for Maintenance Foreman” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Maintenance Foreman”)

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Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4550 Contact the Human Resources Office for further details regarding this announcement.