

## VACANCY ANNOUNCEMENT

(Announcement Number: 15-14)

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

**OPEN TO:** All Interested Candidates

**POSITION:** Maintenance Foreman

**OPENING DATE** February 25, 2015

**CLOSING DATE:** March 11, 2015

**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 building and ground maintenance and repair works on the U.S. Mission's residential and office properties. 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 mechanical or electrical or civil engineering trade is required.
2. At least three years of journeyman level experience in maintenance or construction trades is required. One year of supervisory experience 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. English Language ability will be tested.
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 A & 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](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

## **SUBMIT APPLICATION TO**

Email: [Recruitktm3@state.gov](mailto:Recruitktm3@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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**THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE**

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Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4557 Contact the Human Resources Office for further details regarding this announcement.