

VACANCY ANNOUNCEMENT
(Announcement Number: 11-27)

The American Embassy in Kathmandu is seeking an individual for the position of Residential Security Assistant.

OPEN TO: All Interested Candidates

POSITION: Residential Security Assistant

OPENING DATE: August 23, 2011

CLOSING DATE: September 6, 2011

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 assists the Residential Security Coordinator in managing the Residential Security Program for the U.S. Mission in Nepal. The incumbent manages the residential alarm system program and coordinates security equipment installation at the residences. The incumbent provides administrative support to the Regional Security Office in special projects.

QUALIFICATIONS REQUIRED

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

1. Completing of secondary school is required. Completion of vocational training, apprenticeship or equivalent experience producing journeyman level skill in electrical/mechanical trade is required.
2. At least two years of experience in installation, repair and maintenance of electrical equipment is required.
3. Level III (Good working knowledge) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Nepali is required.
4. Good knowledge of residential security program and procedure is required. Knowledge of repair and installation of alarm systems and locksmith applications is required.
5. General office administration skill is required. The ability to use various Windows based computer applications is required.
6. A valid local driver's Class B license is required.

TO APPLY

Interested applicants for this position must submit Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of supporting documentation (e.g. awards (if any), education certificates, etc) 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 (Please clearly mark your envelope as “Application for Residential Security Assistant”)

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

Or via email to our Recruitment Mailbox No. 3 at the following email address:

recruitktm3@state.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Also visit us at:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html