

VACANCY ANNOUNCEMENT

(Announcement Number: 11-32)

The American Embassy in Kathmandu is seeking an individual for the position of Trades Helper.

OPEN TO: All Interested Candidates

POSITION: Trades Helper

OPENING DATE: September 2, 2011

CLOSING DATE: September 16, 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 performs semi-skilled manual jobs and assists journeyman craftsmen in performing various works related to electrical, masonry, plumbing, carpentry and welding trades. The duties include cleaning work areas, lifting and holding items, and carrying/transporting tools and materials to the work sites.

REQUIRED QUALIFICATIONS

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

1. Completion of Primary School is required.
2. One year of experience as a trades helper or apprenticeship in any area related to electrical, masonry, plumbing, carpentry or welding is required.
3. Level I (Rudimentary knowledge) of speaking/reading/writing English is required.
Level III (Good working knowledge) of speaking/reading/writing Nepali is required.
4. Basic knowledge of general trades and safety practices is required.
5. The ability to perform physically arduous work 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 (Please clearly mark your envelope as “Application for Trades Helper”)

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

Or via email to our Recruitment Mailbox No. 2 at the following email address:
recruitktm2@state.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Also visit us at: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html