

VACANCY ANNOUNCEMENT
(Announcement Number: 12-10)

The American Embassy in Kathmandu is seeking an individual for the position of Work Control Clerk.

OPEN TO: All Interested Candidates

POSITION: Work Control Clerk

OPENING DATE: March 22, 2012

CLOSING DATE: April 5, 2012

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 receives work requests from Mission employees and occupants of official residential quarters for maintenance and repair works. The incumbent obtains approval for the received requests and distributes approved work requests to appropriate facility shops and supervisors. The incumbent performs general clerical duties such as maintaining work order files, drafting routine correspondence, supporting daily section operations and maintaining time and attendance records for the Section.

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
2. At least two years of previous experience in secretarial, administrative or any clerical work involving customer service is required.
3. Level III (Good Working Knowledge) reading/speaking/writing English is required.
Level III (Good Working Knowledge) reading/speaking/writing Nepali is required.
4. A general working knowledge of different trades and crafts and different terminologies used in maintenance operations is required.
5. The ability to deal effectively with all levels of customers as well as skilled tradesmen is required. The ability to use various Windows-based computer applications such as MS Word, MS Excel and MS Outlook 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: recruitktm1@state.gov (write “Application for Work Control Clerk” in the Subject)

Or

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

(Please clearly mark your envelope as “Application for Work Control Clerk”)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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