

VACANCY ANNOUNCEMENT

(Announcement Number: 12-36)

The American Embassy in Kathmandu is seeking an individual for the position of Storekeeper (Non-expendable).

OPEN TO: All Interested Candidates

POSITION: Storekeeper (Non-expendable)

OPENING DATE: August 30, 2012

CLOSING DATE: September 13, 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 operates and controls non-expendable supply warehouses on a daily basis. The duties include determining stock availability and preparing supply orders for household and office furniture, equipment and appliances. The incumbent coordinates with warehouse laborers to ensure timely deliveries of non expendable items to mission facilities. The incumbent initiates requests for repair of furniture and appliances.

QUALIFICATIONS REQUIRED

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

1. Completion of Secondary School is required.
2. Two years of experience in non-expendable property management is required.
3. Level III (good working knowledge) of Speaking/Reading/Writing English is required. Level III (good working knowledge) of Speaking/Reading/Writing Nepali is required.
4. The ability to research supply catalogs and identify supply items is required. The ability to organize a warehouse is required. The ability to use various Windows based computer applications such as MS Word, Excel and other property management specialized software is required.
5. The ability to drive a motor vehicle is required. A valid local driver's Class "B" license is required.

6. Good knowledge of inventory control and warehousing is required. Good knowledge of English names of standard office and household furniture, equipment and supplies 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: recruitktm@state.gov (write “**Application for Storekeeper (Non-expendable)**” in the Subject Line)

Or

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

(Please clearly mark your envelope as “Application for Storekeeper (Non-expendable)”)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER