

# EMPLOYMENT VACANCY

## AMERICAN EMBASSY WELLINGTON

**POSITION TITLE: Warehouse/Supply Assistant (General Services Office)**

**DATE: June 21, 2007**

**NO: VA 07-14**

**Open To: All Employees – All Candidates**

Opening Date: Thursday June 21, 2007  
Closing Date: Thursday July 5, 2007  
Commencement date: As soon as possible  
Work Hours: Full Time - 40 hours per week  
Salary: Applicants who are ordinarily resident in New Zealand  
FSN – 04  
(Step 1: NZ\$33,113 )  
  
Eligible Family Members  
FP - AA\*  
(Step 1: US\$22,902)  
*\* Actual grade will be determined by the Department*

The American Embassy in Wellington is seeking an individual for the position of Warehouse/Supply Assistant in the General Services section.

### **BASIC FUNCTION OF POSITION**

Incumbent works as a member of the General Services and Facilities Management team to accomplish all assigned tasks at the Chancery, warehouse and residential properties. The incumbent will specifically focus on warehousing, storekeeping and maintenance.

A copy of the complete Position Description listing all duties and responsibilities is available in the Human Resources Office. Contact Tracy Jack (04) 462 6171.

### **REQUIRED QUALIFICATIONS**

- Completion of secondary school is required.
- Two years experience in the transportation or warehouse/stores inventory and supply.
- Level 3 good written and spoken English is required.
- Must have a current valid New Zealand driver's license.
- Must be able to use material handling equipment
- Must be able to use common tools for minor construction.

## **SELECTION PROCESS**

After an initial application screening, the best-qualified applications will be reviewed by the Position Supervisor (and the Post Employment Committee when appropriate), who will prepare a short-list of applicants, in ranking order, for consideration. It is therefore essential that all candidates address the above criteria in their application. Applicants may be invited to a testing process, which will include an oral interview. Applicants must be eligible for appointment under Host Government laws and regulations.

## **ADDITIONAL SELECTION CRITERIA**

The Embassy will consider issues such as conflict of interest, nepotism, budget implications, visa status and whether candidate has a work permit in determining successful candidacy.

NOTE: As a general rule probationary employees are not eligible for positions that become available during their probation period, however, a waiver may be granted when probationary employees have previous experience directly related to the duties of this position.

FOR APPLICANTS NOT CURRENTLY HIRED BY THE USG: Candidates for employment are normally hired at the first step. In some instances, candidates may be hired at a higher step when exceptional qualifications so warrant. The decision will be made by the Management Officer with the concurrence of the employing agency.

FOR APPLICANTS CURRENTLY HIRED BY THE USG: The US Mission in New Zealand is committed to the career development of its employees and encourages current staff to seek opportunities for advancement consistent with their capabilities and with organizational needs.

If all the required criteria are met, internal candidates selected for positions above their current grade will be promoted, consistent with applicable regulations. If a successful candidate does not possess all of the required criteria for the new position for which s/he has been selected, s/he will be reassigned at a grade lower than the target grade of the new position, and trainee levels will be established. The decision will be made by the Management Officer.

## **TO APPLY**

Applicants interested in this position should submit the following:

1. A letter summarizing your qualifications, and providing examples by addressing the selection criteria (Minimum requirements and Desired skills/abilities) stated on p.1 of this announcement, AND
2. A curriculum vitae if not already on file.

Please note that any successful applicant from a constituent post would have to pay his/her own travel and removal expenses.

SUBMIT APPLICATION TO:

Human Resources Office  
U.S. Embassy  
PO Box 1190, Wellington  
Or e-mail: [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

Clearly indicate on the application form that you are interested in the Shipping Assistant/Storekeeper (General Services Office) position – Wellington.

**CLOSING DATE FOR THIS POSITION: JULY 5, 2007**

AN EQUAL OPPORTUNITY EMPLOYER