

ANNOUNCEMENT NUMBER: 13-23

OPEN TO: All Interested Candidates

POSITION: Carpenter: FSN-04; FP-AA

OPENING DATE: May 23, 2013

CLOSING DATE: June 06, 2013

WORK HOURS: Full time (40 hours/week)

SALARY: Actual salary and grade will be based on the qualifications of the applicant

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. **For complete details click on:** <http://Niamey.USEmbassy.gov>

The U.S. Embassy in Niamey is seeking applications from qualified individuals for position of **Carpenter** in the Facilities Maintenance Section (FMS).

BASIC FUNCTION OF POSITION:

The incumbent conducts carpentry work as directed by the Maintenance Supervisor or the Facility Maintenance Manager on US Government controlled properties in Niamey, Niger. He will also train all assigned apprentices.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Tel: 20-72-26-61, ext. 4347/4015.

QUALIFICATIONS REQUIRED:

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

1. **Education:** Successful completion of elementary school (CFEPD) or equivalent is required.
2. **Prior Work Experience:** At least five (5) years of carpenter journeyman experience is required.
3. **Language:** Level 2 (Limited knowledge) Speaking/Reading/Comprehension French and local language (Hausa and/or Zarma) is required. Level 1 (Basic Knowledge) Speaking/Reading/Writing English is required. English language proficiency will be tested.
4. **Knowledge:** Knowledge of the various methods of wood working, carpentry, and related equipment is required.

5. **Skills and Ability:** Must be creative and be able to solve general work related problems. Ability to make minor on the spot repairs to tools and equipment is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at: <http://Niamey.USEmbassy.gov>; **or**
2. A current résumé or curriculum vitae that provides the **same information** as the Universal Application for Employment (see Appendix B); **or** a combination of both; i.e. Sections 1 -24 of the Universal Application for Employment along with a listing of the applicant's work experience attached as separate sheet; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Attention: Human Resources Office
American Embassy

BP 11201
Niamey, Niger.
POINT OF CONTACT

Human Resources Office
Telephone: (227) 20-72-26-62, Ext. 4347/4015

Applications must be received by the closing date.

CLOSING DATE FOR THIS POSITION: June 06, 2013 at 5:30 PM.

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

U.S. Mission Niamey is a drug-free work environment.