

**ANNOUNCEMENT NUMBER: 15-01**

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**OPEN TO:** All interested candidates

**POSITION:** Facilities Maintenance Assistant  
FSN-09; FP-5

**OPENING DATE:** 01/14/2015

**CLOSING DATE:** 01/28/2015

**WORK HOURS:** Full time

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

ALL ORDINARILY RESIDENT 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 the position of **Facilities Maintenance Assistant** in the Facilities Maintenance Office.

**BASIC FUNCTION OF POSITION:**

The incumbent is responsible for managing and coordinating the Facility Maintenance portion of the residential make-readies. Also, incumbent is responsible for conducting complete equipment Inventory of all USG Owned equipment, then entering that information into the Work Order (WOW) Maintenance Management System. Additional duties include researching all spare parts required for each piece of equipment and assisting with the input into the database of these spare parts by Noun Nomenclature. Further, will act as the Post Occupational Health and Safety Officer (POSHO) in the absence of the Facilities Maintenance Specialist (FMS), and serves as the Assistant Post Occupational Health and Safety Officer (APOSHO). Will act on behalf of the Facilities Maintenance Specialist (FMS) during Facilities Maintenance Specialist (FMS) Regional Travel, R&R, Home Leaves or other absences of the Facilities Maintenance Specialist (FMS). Will coordinate directly with Overseas Building Operations (OBO) Support members to enhance post operations. Responsible for planning and managing mission renovation and make ready projects.

Complete position description is available in the Human Resources office.

**QUALIFICATIONS REQUIRED:**

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

- 1. Education:** At least 2 years of post-secondary education is required, with a technical or trade certification.
- 2. Prior Experience:** One year minimum experience of supervisory experience, and at least one year of office experience involving daily use of computers is required, in a working environment utilizing skills of maintenance staff.
- 3. Language Proficiency:** Must speak and write level III English and French are required; working knowledge of local languages is a plus.
- 4. Job Knowledge:** Must be familiar with USG regulations regarding facility maintenance.
- 5. Skills and Abilities:** Must have good computer skills in Word, Power Point, or other office programs. Must be familiar with job requirements and practices of trades/craft related positions.

## **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 Not Ordinarily Resident (NOR) employees 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. 4015/4479

**CLOSING DATE FOR THIS POSITION: 01/28/2015**

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.