

United States Mission Nigeria

Vacancy Announcement

No. 2013-020	Date: March 28, 2013	Ref: A52949
Subject:	REFRIGERATION/AIR CONDITIONING MECHANIC	
Location:	LAGOS – FACILITIES MAINTENANCE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Refrigeration/Air Conditioning Mechanic – FSN 04/FP -AA

OPENING DATE: March 28, 2013

CLOSING DATE: April 10, 2013

WORK HOURS: Full-time; 48 hours/week

SALARY: **OR – Ordinarily Resident**–N1,671,821 p.a.
(Starting basic salary)
Position Grade: FSN-04
In addition to the basic salary, all allowances will be paid
in accordance with the Mission Local Compensation Plan.

NOR – Not Ordinary Resident - AEFM, EFM/MOH - US\$24,518
(Starting Salary) p.a.; Position Grade: FP-AA

NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The **U.S. Consulate General Lagos** is seeking to employ suitable and qualified candidate for the Refrigeration/Air Conditioning Mechanic position in the Facilities Maintenance Office.

BASIC FUNCTION OF THE POSITION:

Assigned to the Facility Maintenance air conditioning shop in the U.S Consulate Lagos, the incumbent is directly responsible to the HVAC Foreman for all assigned duties as an air-conditioning mechanic in the AC trade. The purpose of this position is to install AC systems, diagnose faulty equipment, and undertake repairs. The position requires knowledge of a variety of air conditioning functions such as cooling, humidifying, cleaning, filtering and circulation.

To obtain a copy of this announcement please visit our Mission websites at:

http://nigeria.usembassy.gov/about_the_us_mission.html.

POSITION REQUIREMENTS:

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. Completion of elementary school is required, Completion of vocational training or apprenticeship recognized as providing journeyman in refrigeration and air conditioning mechanic experience is required.
2. Minimum of three (3) years of journeyman refrigeration and air conditioning mechanic experience is required.
3. Must have full journeyman experience in refrigeration and air conditioning mechanic.
4. Must have full knowledge of established practices and procedures of specific trade involved.
5. Must be able to use all tools associated with the air conditioning refrigeration trade.
6. A valid Nigerian driver's license 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 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 hired into a position with a When Actually Employed (WAE) work schedule.

HOW TO APPLY

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **Application for U.S. Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus.**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

SUBMIT APPLICATION TO:

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.
Or submit to HRNigeria@state.gov

POINT OF CONTACT:

Tel: 09-461-4000 Ext 4280

Fax: 09-461-4036

DEFINITIONS

1. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: APRIL 10, 2013

The U.S. Mission in Nigeria 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.

An Equal Opportunity Employer