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**UNITED STATES MISSION POLAND**  
**VACANCY ANNOUNCEMENT**

No. 15-29	<b>LABORER</b> (Two PSA Limited Positions in Krakow)	June 16, 2015
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**OPEN TO:** All Interested Candidates  
**POSITION:** Laborer, FSN-1\*  
**OPENING DATE:** June 16, 2015  
**CLOSING DATE:** June 23, 2015  
**WORK HOURS:** Variable (as needed)  
**SALARY:** \*Ordinarily Resident: PLN 14.86 per hour  
**LENGTH OF HIRE:** Temporary Position: not to exceed 30 workdays from July 15, through August 15, 2015

**IMPORTANT NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Krakow has a temporary employment opportunity available for the two temporary PSA-Limited positions of Laborer in the Management Section.

**BASIC FUNCTION OF POSITION**

Incumbent performs a range of unskilled manual laborer tasks in accordance with well-defined instructions and guidelines. Securely covers and/or protects furniture and floors, and moves furniture. Lifts, carries, and moves other light to heavy objects from place to place. Assists skilled tradesmen by carrying, holding, lifting, and moving tools and materials. Performs other related duties as assigned.

**QUALIFICATIONS REQUIRED**

**NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1. Education:** Completion of elementary school is required.
- 2. Prior Work Experience:** No specific type or amount or prior experience is required.
- 3. Language Proficiency:** Level 2 (limited proficiency) speaking/reading Polish is required.
- 4. Job Knowledge:** Understanding of potential dangers and safety precautions applicable to the work performed is required.
- 5. Skills and Abilities:** Ability to perform heavy manual labor, lift and move heavy objects of up to 55 pounds (25 kilos) is required. Ability to use simple hand tools is required.

**ADDITIONAL SELECTION CRITERIA**

- 1.** Selected candidate will be required to obtain a non-sensitive security clearance and a medical clearance.

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**TO APPLY**

Interested applicants for this position should submit an Application for Employment or a current resume or curriculum vitae, or the application will not be considered:

**SUBMIT APPLICATION TO**

Management Office  
American Consulate General  
Ul. Stolarska 9  
31-043 Krakow  
Attention: Anna Lukasik  
Telephone:12-424-5100

or Human Resources Office  
American Embassy  
Al. Ujazdowskie 29/31  
00-540 Warsaw  
Telephone:22-504-2275  
e-mail:WarsawRecruitment@state.gov

**DEFINITIONS**

**PSA-Limited:** A Personal Services Agreement Limited is a hiring mechanism used to hire local staff for short periods of time (up to a maximum of 30 workdays per fiscal year) for casual labor, to staff temporary staffing needs, or for other short-term emergency staffing needs. US Citizens and Lawful Permanent Residents Aliens (i.e. "Green Card Holders") may not be hired under the PSA-Limited as both categories of applicant are subject to US taxation and post's financial management office does not have the capability to make those deductions from compensation.

**Ordinarily Resident (OR)** – A Foreign National or US 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.

All OR employees, including US Citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: June 23, 2015**

The US Mission in Poland 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.

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