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UNITED STATES MISSION POLAND
VACANCY ANNOUNCEMENT

No. 11-20	LIFEGUARD (two positions)	May 17, 2011
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OPEN TO: All Interested Candidates
POSITION: Lifeguard*
OPENING DATE: May 17, 2011
CLOSING DATE: May 31, 2011
WORK HOURS: Tuesdays and Thursdays from 1.30 p.m. to 8.30 p.m. and Saturdays from 11:30 a.m. to 6.30 p.m.
SALARY: *Ordinarily Resident: PLN 21.10 per hour
LENGTH OF HIRE: Temporary Position: 2.5 Months

The work schedule can be adjusted with prior notice to support a special event or in the event of bad weather, which restricts the use of the Pool

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

The Human Resources Office has a temporary employment opportunity available for Lifeguard positions at the swimming pool at the Ambassador's Residence from **June 16, 2011 to September 10, 2011.**

BASIC FUNCTION OF POSITION

The Lifeguard is responsible for safeguarding swimmers at the pool. Helps to prevent accidents by being constantly alert to identify dangerous situations. Stops behavior which could be dangerous. Looks out for swimmers in difficulties. Gives general first aid if necessary. Uses life-saving techniques such as resuscitation in emergencies. Provides basic cleaning and maintenance of the pool area.

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 secondary school and possession of a valid Pool Lifeguard Qualification are required.
2. Prior Work Experience: Prior experience related to the job is required.
3. Language Proficiency: Level 3 (good working knowledge) speaking/reading English and Polish is required.
4. Job Knowledge: Good knowledge, and regular refreshing, of basic medical techniques required to manage poolside accidents should they occur is required.
5. Skills and Abilities: A high level of physical fitness is required. Ability to be observant and maintain concentration is required. Ability to remain calm and inspire confidence is required. Ability to communicate clearly, precisely and with authority, especially in an emergency, is required. Ability to be tactful but firm with

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people who are breaking rules laid down for their safety is required. Skills in accident prevention, decision making and rescuing are required.

ADDITIONAL SELECTION CRITERIA

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

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

Human Resources Office
American Embassy
Al. Ujazdowskie 29/31
00-540 Warsaw
Fax: 022- 504-2265
E-mail: WarsawHRApplications@state.gov
Or Embassy Reception, ul. Piekna 14a

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: May 31, 2011

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.