

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 05-2014**

**OPEN TO:** All Interested Candidates

**POSITION:** Plumber/Welder FSN 4/FP AA

**OPENING DATE:** November 21, 2014

**CLOSING DATE:** December 5, 2014

**WORK HOURS:** Full Time

**SALARY:** FSN 4/FP AA

NOTE: ALL ORDINARILY RESIDENTS (OR) APPLICANTS (SEE APPENDIX A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy Praia is seeking an individual for the position of Plumber/ Welder for the Mission.

### **BASIC FUNCTION OF POSITION**

Position is responsible for the plumbing maintenance of all U.S. Government owned properties. He/she advises and assists in maintaining the Embassy's Operational leased properties. He/she performs skilled labor in the area of plumbing, welding and equipment installation into Gov. owned properties and operational leases.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. **Plumbing:** Executes work orders in accordance with instructions from the Facilities Maintenance Supervisor. Accomplishes the necessary maintenance, repair or installation of equipment, using power or manual tools in accordance with the practices of the trade, ICASS service standard, and the Collaborative Management Initiative (CMI). Performs all aspects of the trade for a master plumber. Performs preventive maintenance on water and plumbing systems; for example water distillers, water pumps and other devices.
2. **Welding:** Performs duties as the embassy welder, making grills, gates and other security related devices needed within the Embassy. Makes braces for AC units. May be called upon to make items as needed to make safe and secure areas of the Embassy.
3. Provides expert opinion to Facilities Maintenance Supervisor and General Services Officer on plumbing and welding projects. Works closely with contractors to ensure they are executing the project in accordance with the plan agreed on.
4. Drives official vehicles to transport tools and materials to the work site.
5. Performs maintenance and repair of household appliances located in the leased residences and office spaces.

## **QUALIFICATIONS REQUIRED**

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

1. **Education:**
  - a. Completed High School or equivalent education.
  - b. Completion of vocational training with certificates in plumbing and welding from an accredited institution.
  - c. Provide copies of diplomas and or certifications with the DS-174 form.
2. **Prior Work Experience:** 3 years' experience as a plumber and 1 year experience as a welder.
3. **Post Entry Training:**
  - a. Safety training as performed by the Facility Maintenance Supervisor or other official training.

- b. Complete and pass the Smiths Driver Training course to operate U.S. Government vehicles.
  - c. Other training courses as designated by the Department of State and the Embassy
  - d. Have an up to date security background check conducted by the Regional Security Office.
4. Languages:
- a. Level II (Limited knowledge) English
  - b. Level II (Limited knowledge) Portuguese
5. Job Knowledge:
- a. Ability to understand instructions and technical information provided in English and or Portuguese.
  - b. To operate required hand tools and machine tools to accomplish the task of the position.
  - c. Drive a standard shift vehicle.
  - d. Must pass the physical examination for professional drivers in accordance with the Safety Health Environment Management (SHEM) program from the Department of State.
6. Skills and Abilities:
- a. Must have a Cabo Verdean professional driver's license appropriate to the vehicle to be operated.

## **SELECTION PROCESS**

When equally qualified, Appointment Eligible Family Members (AEFMs) and/or U.S. Veterans apply they will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application. If a U.S. Veteran a copy of the DD-214 must be in the initial 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. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position should submit the following documents. Incomplete applications will not be considered:

1. Application for Employment (DS-174)
2. A current resume or curriculum vitae (if the DS 174 is submitted there is no need for a CV). (If a C.V. is submitted it MUST include all information requested on the DS-174)
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 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.
5. Photo copy of current and valid driver's license.

## **SUBMIT APPLICATION TO**

Human Resources

Insert Address: C.P. 201, Praia, Cabo Verde or

PraiaHR@state.gov

Deliver the application to the front desk at the Embassy, in an envelope addressed the name of the applicant and the name of position.

Fax to Praia HR Assistant @ 238-261-1355.

## **DEFINITIONS**

1. USEFM's: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or child who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Resident at the sponsoring employee's or uniformed servicemember's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and  
--Does not receive a USG annuity or pension based on a career in the US Civil and/or Foreign Services.

**CLOSING DATE FOR THIS POSITION: December 5, 2014  
(CLOSE OF BUSINESS FOR THE EMBASSY)**

**(If you do not hear from us within six weeks of the closing date, please assume your application has been unsuccessful)**

The US Mission in Praia 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.