

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 26-13

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Property Management Supervisor

OPENING DATE: September 3, 2013

CLOSING DATE: September 18, 2013

WORK HOURS: Full-time; 40 hours/ week

GRADE: *Not-Ordinarily Resident: FP-06 (To be confirmed by Washington)

*Ordinarily Resident: FSN-805-8

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

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Property Management Supervisor. The position is located in the General Services Office and reports to the General Service Officer.

FUNCTIONS OF POSITION:

Directs the work of Property Management staff engaged in the receipt, inspection, storage, and distribution of Mission expendable and non-expendable properties. Coordinates with Facilities Management for maintenance of non-expendable appliances. Monitors warehouse responses to E-Service supply requests to ensure customer satisfaction. Directs the storage, issuance, and maintenance of expendable and non-expendable property. Oversees the general operation of stock rooms and the warehouse, ensuring that stocks are located correctly and safely to avoid fire or other hazard to the properties and staff. Recommends protective coverings where necessary and works with Procurement to obtain safety equipment.

Maintains all Property records. Directs the upkeep of stock and property records, reflecting furniture and equipment issued to Mission offices and household furnishing and equipment in the custody of American personnel. Certifies receiving and inspection reports from the receiving clerk by checking against delivery and procurement documents to ensure that non-expendable properties are properly barcoded.

Directs the annual inventory for expendable and non-expendable property. Maintains residential inventory files and completes household inventories for all Mission residences upon arrival and departure of each family. Prepares, delivers, and monitors the use of welcome kits supplied to incoming and outgoing American staff members. Monitors all non-expendable items on loan and tracks their movement. Directs the annual inventory of the Ambassador's flatware, chinaware, glassware and kitchen equipments and generate reports for OBO/PE/IF. Approves reconciliation of non-expendable property records against inventory and approves annotation of custody records to reflect condition. Completes disposal paperwork in a timely manner.

Examines U.S. government facilities to determine the need for and recommends re-upholstery and repair of furniture, appliances and equipments and replacement of carpets and drapes. Refers any property damaged beyond usual wear and tear for appropriate action. Supervises furniture repair and re-upholstery work or works with Procurement to arrange for re-upholstery services as required. Determines when furniture and equipment should be retired and recommends for retirement. Coordinates with GSO to arrange for and direct sales of excess or obsolete property.

Establishes reorder points for non-expendable supplies, office furniture and household furnishings, consulting with American personnel about their furnishing needs and entitlements. Prepares and recommends annual budget estimate for replacement of the needed items. Provides Procurement with information on specific items and quantities recommended for purchase by entering purchase requests into the Embassy's online Procurement system. Prepares correspondences and special reports on supply matters.

Operates/ drives motor vehicle to visit and inspects residences and offices to ensure inventorying or supply needs are met.

QUALIFICATIONS REQUIRED:

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

1. Education: Completion of a Secondary School education and some college study required.
2. Experience: Three years of progressively responsible experience in store management or related fields. Two years supervisory or managerial experience required.

3. Language Ability: Level 4 English language ability of written and spoken English required.
4. Knowledge: Thorough knowledge of computer programs, including Windows, Word, and Excel. Thorough knowledge of local market for furnishings, appliances, and office supplies.
5. Ability to be able to direct and supervise property management functions efficiently. Must be tactful, yet effective in dealings with American personnel and families about household furnishings and equipment. Must be able to learn new computer programs quickly and train others in their use. Must be a skilled driver hold a valid local drivers license, be able to pass Post's driver health exam, and be able to pass an Embassy drivers test.
4. Skills: Must have interpersonal skills – be able to interact with subordinates and servicing personnel and their families. Must be a good motivator to enhance good leadership skills.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
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 currently hired into a position with a When Actually Employed (WAE) work schedule.

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); available on the internet at http://freetown.usembassy.gov/job_opportunities.html or
2. A current resume or curriculum vitae that provides the same information as a DS-174; plus
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.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Property Management Supervisor)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075
send via e-mail to HRFreetown@State.gov

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: 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, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: SEPTEMBER 18, 2013

The US Mission in Freetown 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.