

MISSION VACANCY ANNOUNCEMENT

AMERICAN EMBASSY FREETOWN, SIERRA LEONE

VACANCY No: 07-2010

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Plumber

OPENING DATE: March 22, 2010

CLOSING DATE: April 6, 2010

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP--AA (To be confirmed by Washington)
*Ordinarily Resident: FSN Grade 04

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 individual for the position of Plumber. The position is located in the Facilities Maintenance section and reports to the Chief Maintenance Operation Supervisor.

FUNCTIONS OF THE POSITION:

Performs highly skilled journeyman level installation, maintenance and repair work on Embassy water sewage, drainage and other plumbing systems. Examines plumbing equipment or makes diagnostic tests to determine the nature of work necessary and what equipment or materials are needed to correct deficiencies found. Carries out routine maintenance checks on water distillers, water heaters and water tanks to ensure that facilities are clean and in working order. Where necessary, replaces or installs new plumbing systems that are out of date or beyond repairs. Makes recommendation to supervisor as to plumbing work requirements, the cost and time needed to accomplish an installation.

Maintains strict control of assigned tools and account for them while employed with the Embassy. This requires keeping an accurate log of materials issued for specific jobs and assigned projects. Ensures that safety measures are adhered to and report any problem that will hinder the progress of work in safe environment. Performs other facilities maintenance duties as assigned by supervisor.

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 is required. Completion of vocational studies in an institution recognized as producing journeyman skills in Plumbing trade required
- 2. Experience:** Two years of journeyman experience in plumbing trade required.
- 3. English Ability:** Level II English ability (limited) in written and spoken English is required. Level III (good working knowledge) in speaking Krio required.
- 4. Other Criteria:** Must have full journeyman knowledge of established plumbing trade practices and procedures.
- 5. Other Skills:** Ability to use all typical tools of the plumbing trade.
- 6. Interpersonal skills:** Must be able to communicate well to Supervisor or with colleagues and with inmates at embassy residents.

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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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 (SF-171 or OF-612); 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 an OF-612; 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 Plumber)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 515-075

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 EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of 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 EFMs 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: April 6, 2010

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.