

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 09-12

OPEN TO: American Family Members – All Agencies

POSITION: Facilities Maintenance Coordinator

OPENING DATE: June 6, 2012

CLOSING DATE: July 13, 2012

WORK HOURS: Full-time; 40 hours/ week

GRADE: *Not-Ordinarily Resident: FP-08 (To be confirmed by Washington)

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Facilities Maintenance Coordinator. The position is located in the Facilities Maintenance Section and reports to the Facilities Maintenance Manager.

FUNCTIONS OF POSITION:

Inspects building and equipment maintenance to determine the nature and extent of alteration and repairs required on all embassy residential housing or offices. Reviews estimates submitted by contractors for needed materials. Determine the kind of work, labor amount, and cost of materials needed. Makes recommendation to the FMM on final estimates. Inspects work in progress to ensure conformance to specifications, quality of materials and adequacy of work. Where necessary, explains and interprets blue prints and provides guidance and directives to Contractors.

Performs other duties in coordination of Facilities Maintenance work.

QUALIFICATIONS REQUIRED:

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

1. Education: Completion of secondary school is required. Some college studies in Management.
2. Experience: Three to four years of progressively responsible experience in Property Management, warehousing, stores and transportation. 1 to 2 years Supervisory or Management experience required.
3. Language Ability: Level 3 English language ability (good working knowledge) of written and spoken English required.
4. Knowledge: Thorough knowledge of overall maintenance procedures and operation. Knowledge of U.S. Direct Hire Housing needs.
5. Ability to effectively plan, schedule and prioritize work and carry out tasks in an accurate and timely manner. Ability to recognize the need for alteration or further maintenance; ability to estimate the kind amount and cost of materials and manpower needed to complete work. Ability to determine quality and adequacy of maintenance work. Ability to motivate staff to acquire best result on timely manner.
6. Skills: Must be holder of driver's license.

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.
3. Currently employed US Citizen EFMs 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 and
2. A current resume or curriculum vitae.
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 Facilities Maintenance Coordinator)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075
Or 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 EFMs 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. 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: July 13, 2012

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.