

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 14-2011

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Maintenance Handyman

OPENING DATE: May 10, 2011

CLOSING DATE: May 24, 2011

WORK HOURS: Full-time; 40 hours/week (Monday-Friday)

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 is seeking two individuals for the positions of Maintenance Handyman. The position is located in the Facilities Maintenance Section and reports to the Maintenance Supervisor.

FUNCTIONS OF THE POSITION:

Working alone or as a member of a maintenance team, maintains office and residential buildings, by performing welding, masonry, painting, and carpentry jobs including but not limited to doing skilled painting with all types of finish coatings (mixing and tinting, using surface preparation techniques and cleanup, or using sprayers and pressure washers).

Does iron rebar layout and assembly, makes blocks and layout. Erects cement walls, wooden doors, windows, shelves and gates of all U.S. Government buildings and facilities. Performs electric arc welding work on vehicles, metal structures and equipment, while maintaining all safety measures on self and property.

Must be proficient in the use of small power tools, rivet guns, saws, trowels and electric arc-welding machines. Fabricates and repairs lift vans, partitioning walls, wooden shelves and repair to ceilings and roofs. Performs wood and wall preservation by the use of paint and compounds.

Makes estimates of materials for the fabrication, erection, painting and repairs of walls and structures and submits to supervisor for store requisition. Maintains control of all assigned tools and will account for them while working for the Embassy.

Assists skilled trade workers in other Maintenance area, by holding, lifting, and moving tools and materials. Performs arduous physical labor work, using hand tools like shovels, rakes, hammers, etc. Will perform others duties as assigned.

Cleans working area upon completion of tasks, to prevent accident, and encourages others to do likewise. May be required to drive self or other workers to various work locations. Observes all safety work habits or rules and encourage others to do likewise.

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 education and completion of vocational or apprenticeship in an institute recognized as producing journeyman Trade and Crafts skills.
- 2. Experience:** Two years of journeyman level mechanic experience in masonry and painting and some semi-skilled experience welding, carpentry or other area in Maintenance required.
- 3. English Ability:** Level I1 English ability (limited) is all that is required.
- 4. Other Criteria:** Must have full journeyman mechanic knowledge in masonry, painting and carpentry. Must have semi skilled knowledge in welding. Good knowledge of the practices and procedures of these trades. Thorough knowledge of concrete mixing, iron rebar layout and assembly, block making/layout and cement finishing etc. Knowledge on the use of small power tools, rivet guns, saws, trowels and electric arc-welding machines
- 5. Other Skills:** Must be able to use and work with all tools (including painting sprayers, mixer, tinter, and pressure washers) Understanding of preparation of cement mortar for concrete or plastering. Understanding of paint coatings including mixed and tinted coatings. Must be able to perform arduous physical labor work and be able to lift tools or materials. Must have a motor vehicle 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.
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 (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 Maintenance Handyman)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

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 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: May 24, 2011

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.