



**NOTICE OF JOB AVAILABILITY
AMERICAN EMBASSY LJUBLJANA**

ANNOUNCEMENT NUMBER: 13-06

OPEN TO: All Interested Candidates

POSITION: Carpenter/Painter, FSN-05 / FP-9*

OPENING DATE: September 9, 2013

CLOSING DATE: September 23, 2013

WORK HOURS: Full time: 40 hours/week

SALARY: *EFM/MOH/NOR (Position Grade: FP-9 to be confirmed by Washington)

* Ordinarily Resident: (Position Grade FSN-05)

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

The U.S. Embassy in Ljubljana is seeking an individual for the position of **Carpenter/Painter** in the General Services Office [GSO].

BASIC FUNCTION OF POSITION

Incumbent is responsible for all general but less technical building maintenance requirements. Performs intermediate level or semi-skilled work within several areas of the recognized trades or crafts. These include but are not limited to electrical, plumbing, mechanical, HVAC systems, including preventive maintenance checks of fire suppression systems, generators and other Embassy or Residence systems. Incumbent is the carpentry and painting expert for the Embassy's Chancery and Ambassador's residence, with primary responsibility for all carpentry and painting needs, problems and repairs. Identifies problems, crafts solutions, procures the necessary parts and makes necessary repairs. Also conducts preventive maintenance checks on all interior wood surfaces, wooden trim and facades. As a resource for the Facilities Maintenance Office, performs work as a Trades Helper at other locations as required and directed by the supervisor. May also perform other types of maintenance mechanic work as directed to accomplish facilities maintenance objectives, to include assistance/support during post visits and events.

QUALIFICATIONS REQUIRED

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

1. Completion of secondary schooling in general studies. Completion of a vocational school, or apprenticeship recognized as producing journeyman trades crafts skills.
2. Minimum two years in a building construction trade (electrician, plumber, mason, etc.) with emphasis on carpentry and painting skills.
3. Level III (Good) English, Level IV (Fluent) Slovenian.
4. General knowledge of various tools and their use in performing repair and maintenance duties. Must know the availability of local resources for supplies, materials and equipment. Must understand the proper procedures for proper disposal of carpentry, painting and maintenance materials.
5. Must have the dexterity to use all normal tools of the trade. When presented with general guidance the job holder must be able to examine the problem thoroughly and develop and execute a solution. Must possess a local drivers license.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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 Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a 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. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174);
or
2. A current resume or curriculum vitae that provide the same information found on the UAE (*see Appendix B*);
or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet;
plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

LjubljanaJobs@state.gov

POINT OF CONTACT

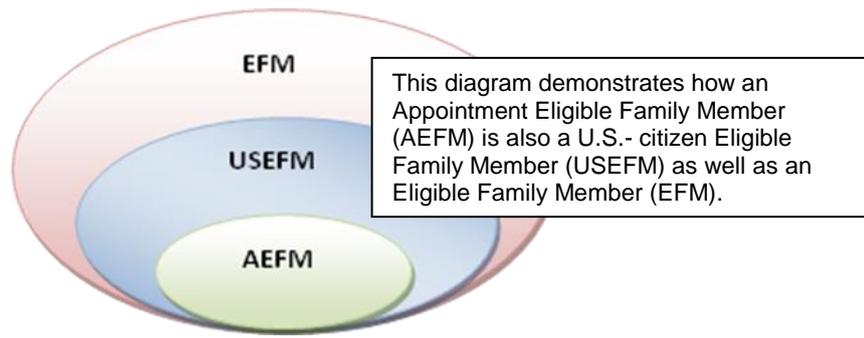
Name: Maja Bizjak and/or Klemen Petrovčič
Telephone: +386 1 200 5520

CLOSING DATE FOR THIS POSITION: September 23, 2013

The US Mission in Slovenia 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.

Appendix A

DEFINITIONS



1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
 - B. Position Grade
 - C. Vacancy Announcement Number (if known)
 - D. Dates Available for Work
 - E. First, Middle, & Last Names as well as any other names used
 - F. Current Address, Day, Evening, and Cell phone numbers
 - G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
 - H. U.S. Social Security Number and/or Identification Number
 - I. Eligibility to work in the country (*Yes or No*)
 - J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
 - K. If applying for position that includes driving a U.S. Government vehicle, License Class / Type
 - L. Days available to work
 - M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
 - N. U.S. Eligible Family Member and Veterans Hiring Preference
 - O. Education
 - P. License, Skills, Training, Membership, & Recognition
 - Q. Language Skills
 - R. Work Experience
 - S. References
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