EMBASSY OF THE UNITED STATES OF AMERICA
MBABANE, SWAZILAND
VACANCY ANNOUNCEMENT

VA 028-14 **July 17, 2014**

OPEN TO: **All Interested Candidates**

POSITION: **Motorpool Supervisor**

OPENING DATE: **July 21, 2014**

CLOSING DATE: **August 4, 2014**

WORK HOURS: **Full-time; 40 hours/week**

SALARY: *Ordinarily Resident (OR): E 133,972 p.a. – E200,962 p.a. (Starting salary) **(Position Grade: FSN-07).** Non-cash benefits include medical and pension.

*Not-Ordinarily Resident (NOR): Salary is in US Dollars based on the US pay plan. See the HR section for more details.
All FP position grades are determined by HR in Washington DC

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

The U.S. Embassy in Mbabane is seeking an individual for the position of **Motorpool Supervisor** in the General Services Office.

BASIC FUNCTION OF POSITION

The incumbent is responsible for the leadership of a 24- hour Motor Pool Section. Supervises one dispatcher and eight motor pool drivers and is responsible for ensuring the operations meet required standards and are carried out according to motor pool policy and Department of State regulations. Responsible for scheduling; planning, including VIP visits; establishes operational priorities and procedures; assists in reviewing motor pool policy; provides training; counsels employees; rates driver and dispatcher performance and maintains section discipline in concert with the General Services Officer. The supervisor is accountable for all section record keeping and reporting requirements for the Department including ILMS and the Standard Bank Fuel Purchase Card Program.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **Items 1-5 are ALL REQUIRED**

1. Education: Completion of High School is required and post-secondary training in automotive mechanics is required, **attach copies of certificates.**
2. Experience: Minimum of three years of motor pool related clerical, dispatcher and automotive mechanics experience is required. Two years supervisory experience is required.
3. Language: Level IV (Fluent) English language is required. Language proficiency will be tested. Level IV (Fluent) siSwati is required.
4. Knowledge: A good working knowledge of the operation and safety requirements for vehicles in order to be able to do preliminary diagnosis of problems and to be able to determine when vehicles need to be sent out for mechanical repairs is required.
5. Skills and Abilities: Must possess a valid driver's license Code E (valid for cars and light trucks), **attach a copy**. Must be able to use Microsoft Office Word, Power Point and Excel to produce documents and reports required for post and Washington use. **This will be tested.**

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. 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 U.S. Citizen EFMs 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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE; **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:

U.S. Embassy
Human Resources Office
Central Bank Building
7th Floor, Mahlokohla Street
P.O. Box 199, Mbabane, Swaziland

Or via email to: **Mbabane_HRRecruitment@state.gov** - include in the subject line: Application for **Motorpool Supervisor** position.

CLOSING DATE FOR THIS POSITION: AUGUST 4, 2014

The U.S. Mission in Mbabane 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.

*** 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, 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).

Approved: MO/SCCheatham
Drafted: HRA/DPMziyako