



# VACANCY ANNOUNCEMENT

## RE-ADVERTISEMENT

**CANDIDATES WHO PREVIOUSLY SUBMITTED APPLICATIONS NEED NOT RE-APPLY.**

The U.S. Embassy in Mbabane is seeking an individual for the position of **Facility Manager**.

NOTE: Applicants ordinarily resident in Swaziland must have the required residency permits to be eligible for consideration.

**OPENING DATE:** May 3, 2013

**CLOSING DATE:** UNTIL FILLED

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

**SALARY:** Position grade: FSN-11 (should we add the salary range?). Non-cash benefits include medical & pension.

### Basic Function of Position

The incumbent serves as post Facility Manager (FM), works closely with the General Services Officer and reports directly to the Management Officer. Incumbent serves as the principle authority and technical advisor on all facilities operations, maintenance, repair and minor construction for United States Government (USG) owned and long-term leased (LTL) facilities, 14 USG-owned facilities and 12 short-term leased (STL) properties for 3 agencies. Directly supervises two positions, and indirectly supervises a facility maintenance section consisting of seven plus workers. Responsible for executing and supervising/managing rigorous maintenance programs and directing and training Locally Employed (LE) Staff in the maintenance and operation of technically sophisticated building systems.

### Qualifications Required

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:** A minimum four-year university degree in any major engineering discipline is required. Completion of specialized, building-related training is also required.
- 2. Experience:** At least seven years combined specialized and general building/facility management experience is required. Specialized experience (4 years minimum) must demonstrate in-depth knowledge, skills, and abilities to perform effectively as a facility manager. General experience (3 years minimum) must have provided expertise in the building or facility maintenance profession. At least two-years of supervisory experience is required.
- 3. Language:** Level 4 (fluent) English. (This will be tested). Level III (good working knowledge) SiSwati.
- 4. Knowledge:** Must have a thorough, professional knowledge of the field of Facility Management. Must have a thorough knowledge of Swaziland building and construction practices and code, and the ability to learn U.S. building and construction practices and code. Must be fluent in building-related technical terms.
- 5. Skills and Abilities:** Must have a valid and clean local driver's license. Must be well versed in the Microsoft software suite. Must be customer-service oriented. Must have ability to lead and develop staff. The individual should have the skill set to utilize the tools of the trade.

### To Apply:

Interested candidates for this position must submit the following: A cover letter, current resume or curriculum vitae, plus any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Submit applications to U.S. Embassy, Human Resources Office, Central Bank Building, 7<sup>th</sup> Floor, Mahlokohla Street, P.O. Box 199, Mbabane, Swaziland. Or via email to:

**Mbabane\_HRRecruitment@state.gov** - include in the subject line: Application for **Facility Manager** position. View vacancy announcement at <http://swaziland.usembassy.gov>.