

VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date November 12, 2015	Subject: Vacancy Announcement – Seasonal Gardener
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OPEN TO: All Interested Candidates

POSITION: Seasonal Gardener FSN-3; FP-BB*

OPENING DATE: November 12, 2015

CLOSING DATE: January 31, 2016

WORK HOURS: Fulltime

SALARY: SEK 123 per hour. (Starting salary) (Position Grade: FSN-3).

LENGTH OF HIRE: Seasonal position: 6 months from April to September

START DATE: April 2016

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

The U.S. Embassy in Stockholm is seeking an individual for the position of Seasonal Gardener in the Maintenance section.

BASIC FUNCTION OF POSITION

Functions as a landscaper. Plants and maintains gardens and lawns, prepares soil and plants, cultivates, fertilizes and waters. Assists other trades with secondary support and assists with custodial duties when regular custodians are out sick or on vacation. This work involves light lifting (less than 15 kg) and requires the use of safe working practices.

QUALIFICATIONS REQUIRED

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

Education:

Completion of Secondary School.

Prior Work Experience:

2 years of gardening or landscaping experience required.

Language Proficiency:

Level 2 (limited knowledge) Speaking/Reading/Writing English is required.

Job Knowledge:

Must have mechanic knowledge of established practices and procedures in landscaping and gardening. Knowledge of landscaping and gardening tools, knowledge of repair, maintenance, and custodial tools.

Skills and Abilities:

Must be able to use tools of trade. Perform light lifting (less than 15 kg). Ability to do basic landscaping planning and request necessary resources. Valid driver's license and the ability to drive a stick shift.

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.

SUBMIT APPLICATION TO

Human Resources Office
E-mail: hrstockholm@state.gov

POINT OF CONTACT

Human Resources Office
Telephone: 08 783 55 44

CLOSING DATE FOR THIS POSITION: January 31, 2016

The U.S. Mission in Stockholm 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.