

U.S. MISSION DAR ES SALAAM
VACANCY ANNOUNCEMENT NUMBER: 15/220
STOREKEEPER

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

The US Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Storekeeper in the Warehouse Section.

BASIC FUNCTION OF POSITION

Manages the expendable supplies for the Facilities Maintenance Unit. Receives (from the Receiving Clerk), stores, Safeguards, and issues maintenance items.

MAJOR DUTIES AND RESPONSIBILITIES

75%

Serves as the primary storekeeper for FM parts and equipment. Ensures adequate supplies of stock are on hand and ensures that additional items are ordered at appropriate order points. Is responsible for issuing according to Ariba requests and matches requests with valid work orders. Works with FM staff to ensure quality parts are ordered and passes along suggestions to the procurement team. Ensures that issuance files are properly maintained. Maintains separate supply areas for NEC property and for residences. Also is responsible for managing the property at CAC4 warehouse. CAC4 warehouse is largely filled with NEC expendable parts, but there is a mixture of residential expendable and non-expendable property. Positioning of items and managing access to the warehouse itself is through the incumbent. Issues and tracks tools and other loanable equipment and follows up when items are not returned on time. Lists condition and inspects returned items to ensure that borrower has not damaged the tools. Rotates stock to ensure that the oldest items are used first. Culls redundant stock and notifies FM when parts are left on shelves unused. Clears on all warehouse requests for purchase to ensure that Unnecessary parts are not cluttering shelves. Knows best supplier for parts, and distinguishes between local and Overseas purchases. Mans the storeroom per set hours and backs up the administrative supply shop when required.

25%

Assists with embassy functions and with other property duties as required. Assists with the annual inventory by identifying items for the supply clerk, and by allowing unfettered access to the supply shelves. Has contact with customers to ensure that inventory meets the needs of FM. Does not allow superfluous items to be put on XP property shelves. Assists with auctions, particularly as it relates to the sale of XP FM supplies.

QUALIFICATIONS REQUIRED

All applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- a. **Education:** Completion of secondary school required.
- b. **Experience:** Two years of supply or related experience is required.
- c. **Language:** Level III (good working knowledge) English ability and level IV (fluent) Kiswahili required. (This will be tested)
- d. **Skills and Abilities:**
 - Must be capable of performing fairly arduous work, including heavy lifting is required.
 - Must be able to operate the types of material handling equipment used is required.
 - Must be able to use windows, excel and various computer programs is required.
- e. **Job Knowledge:** Must have a good knowledge of the department of State and/or associated agency supply instructions and procedures which apply to Storekeeping is required.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specially address the required applications above in their application.

HIRING PREFERENCE ORDER:

1. USEFM who is ALSO a preference-eligible U.S. Veteran
2. USEFM OR a preference-eligible U.S. Veteran
3. FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management will consider when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Employment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

HOW TO APPLY: applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE)(Form Ds-174), which is available on our website or by contacting Human resources, (see “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)
3. Copy of Passport, or, National ID, Resident/Work Permit.

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

WHERE TO APPLY:

**American Embassy
Human Resources Office
P.O. Box 9123
Dar es Salaam**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age(below compulsory retirement 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- a. U.S. Citizen or not a U.S. Citizen; **and**
- b. Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- c. Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- d. Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- e. Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- f. Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- g. Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- h. U.S. Citizen; **and**
- i. Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- j. Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- k. Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- l. resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- m. Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Only shortlisted candidates will be contacted