JOB VACANCY ANNOUNCEMENT
AMERICAN EMBASSY – LOME

No.: 10HR-03 **January 28, 2010**

TO: All employees, all Agencies

Subject: VACANCY ANNOUNCEMENT

OPEN TO:	**All interested Candidates**
POSITION:	**Swimming Pool Agent/Plumber, FSN-4 (FP-AA, AEFM only)**
OPENING DATE:	**February 2, 2010**
CLOSING DATE:	**February 16, 2010**
WORK HOURS:	**Full-time: 40 hours/week**

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

The U.S. Embassy in Lome is seeking individual for the position of Swimming Pool Agent/Plumber, in the Facility Maintenance Section.

To apply, please go to: http://togo.usembassy.gov/employmt.html

BASIC FUNCTION OF POSITION

Performs journeyman pool maintenance and plumbing skilled tasks, to include installation and repair of equipment.

The major duties and responsibilities are pasted at the end of the announcement.

QUALIFICATIONS REQUIRED

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

1. **Education**: Completion of Secondary School and completion of vocational school or apprenticeship as a plumber are required

2. **Work experience:** One year of journeyman swimming pool maintenance experience required.

3. **Language:** Level II (limited knowledge) reading and speaking English and French ability is required. *English language will be tested.*

4. **Knowledge:** A journeyman swimming pool maintenance and plumbing skills are required. Must possess category A drivers' license.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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. Application for U.S. Federal Employment OF-612; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE:

1. **ALL APPLICATIONS MUST HAVE THE JOB ANNOUNCEMENT NUMBER AND THE POSITION TITLE IDENTIFIED.**
2. **ALL APPLICATION MUST BE SENT ELECTRONICALLY TO HROLome@state.gov EMAIL ADDRESS.**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION.**
4. **APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

   --US citizen;

   --Spouse or dependent who is at least age 18;

   --Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

   --Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

   --Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: February 16, 2010

The US Mission in Lome 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.

Ruth D. Wagoner
Management Officer

Major duties and responsibilities:

Performs journeyman pool maintenance at the Embassy, CMR and DCR and journeyman plumbing for residential, commercial and industrial applications. Maintains swimming pools and keeps pool water safe for swimmers. Performs preventive maintenance and repair work on pool equipments and office and residence plumbing systems to include installation of water pumps, toilet bowls and parts, washbasins, sinks, water heaters, washers, gas stoves, towel racks, and toilet tissue dispensers. Works with contractor to have septic tanks and cesspools emptied. Also installs water distillers, icemakers as necessary. Other duties as assigned