

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 10HR-07

April 26, 2010

TO: All employees, all Agencies

Subject: VACANCY ANNOUNCEMENT

OPEN TO: All interested Candidates
POSITION: Janitor, FSN-1 (FP-DD, AEFM only)
OPENING DATE: April 28, 2010
CLOSING DATE: May 12, 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 Janitor in the Facilities Maintenance Section.

To apply, please go to: <http://togo.usembassy.gov/vacancies.html>

BASIC FUNCTION OF POSITION

Performs janitorial duties that include cleaning of restrooms, sweeping, mopping, scrubbing, dusting of office, work areas and common areas of Embassy.

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 elementary school is required.
2. **Work experience:** At least one year of janitorial experience is required.
3. **Language:** Level I (rudimentary knowledge) both speaking and reading English and Level II (limited knowledge) speaking and reading French are required. *English language will be tested.*
4. **Knowledge:** General knowledge of safety and proper cleaning procedures are required.

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 EFM's 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: May 12, 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.

Scott McFadden
A/Management Officer

Major duties and responsibilities:

Performs janitorial duties that include cleaning of restrooms, sweeping, mopping, scrubbing, dusting of office, work areas, common areas of Embassy Administrative buildings.

Other duties as assigned.