



American Embassy

Subdivision 694/Stand 100,
Kabulonga District, Ibex Hill Road
P.O Box 31617, Lusaka District, 10101, Zambia
Phone: +260 211 357 000 Fax: +260 211 357224

PREVENTIVE MAINTENANCE FOREMAN

The U.S. Embassy in Zambia invites applications from suitably qualified and experienced individuals to fill the position of Preventive Maintenance Foreman in the Mission's Facilities Maintenance Section.

CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week basis and compensated based on the Embassy's Local Compensation Plan – FSN 6, with a starting salary ranging from of ZK 69,966,947 to ZK 107,763,546 per annum.

MAJOR DUTIES & RESPONSIBILITIES

The incumbent serves as the preventive maintenance shop foreman, a shop that includes HVAC technicians, plumbers, and electricians, as well as other trades from time to time. S/he ensures that the highest levels of workmanship in all trade disciplines are well performed, inspected and professionally complete. S/he is also responsible for making material lists for work projects and planning weekly schedules for the four shops. He/she ensures that materials are delivered to project sites as needed. The incumbent ensures that the Maintenance Supervisor is kept updated on all work related activities, pending work orders, accidents, leave requests, tardiness, etc.

REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Successful completion of senior secondary school, a trade certificate and a college level certificate in carpentry is required.
- Three years working experience, two of which must be supervisory in the carpentry field is required.
- Level IV (good working knowledge) English is required.
- Full journeyman knowledge of painting/welding/masonry/carpentry/electrical applications and general knowledge of other construction is required.
- Knowledge in the use and care of various tools, woods, processed boards, adhesives and repair methods is required.
- Physical dexterity and strength, ability to measure accurately, ability to conceptualize dimensional objects, ability to read plans and drawings is required.
- A valid class C driver's license with two years driving experience is required.

NOTE

All applicants who are not Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

The closing date for receiving applications is **May 13, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: Human Resources Office, American Embassy, Subdivision 694/Stand 100, Kabulonga District, Ibex Hill Road, P. O. Box 31617, Lusaka.

Only short listed candidates will be contacted.