



American Embassy

Subdivision 694/Stand 100,
Kabulonga District, Ibex Hill Road
P.O Box 31617, Lusaka District, 10101, Zambia

AUTOMOTIVE MECHANIC

The Embassy of the United States of America invites applications from suitably qualified and experienced individuals to fill the position of Automotive Mechanic in the Mission's General Services Office.

CONDITIONS OF EMPLOYMENT

Full-Time (40 hours/week) based on the Embassy's Local Compensation Plan – FSN 5, with a salary ranging from ZK 55,616,759 to ZK 84,803,230 per annum.

MAJOR DUTIES & RESPONSIBILITIES

The incumbent is an ICASS services provider responsible for maintaining the entire motor fleet and generators for the Embassy. Duties will include but not limited to the following:

- Performs diagnostic testing to determine nature and extent of repair work necessary for routine maintenance, and emergency repairs.
- Responsible for all aspects of day-to-day motor pool maintenance, including regularly scheduled maintenance, repairs, and emergency car situations.
- Performs major and minor overhauls and repair work to diesel and petrol engines, manual and automatic transmissions, brake systems, springs, shock absorbers, steering mechanisms, electrical, fuel and hydraulic systems, wheel assemblies and other vehicle components
- Performs minor repairs, including oil, oil filters, sand filter, and other minor repair for residential generators including diesel powered electric generators rated up to 40 Kva.

REQUIRED QUALIFICATIONS

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

- Completion of senior secondary school and auto-mechanic's diploma/certification is required.
- Three years journeyman automotive mechanic experience, including some self-supervision is required.
- Level III (good working knowledge) English is required.
- Working knowledge for all types of vehicle repairs, including diagnostic, preventative maintenance practices and electrical generator repair knowledge is required.
- A current local driver's license in good standing is required.
- Familiarity with computers and a working knowledge of Microsoft Windows and Excel 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 25, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: Human Resources Office, American Embassy, Corner of Independence and United Nations Avenues, P.O. Box 31617, Lusaka.

Only short listed candidates will be contacted.

An Equal Opportunity Employer