

**EMBASSY OF THE UNITED STATES OF AMERICA**  
Bangui, Central African Republic

## **ADMIN NOTICE**

**NUMBER**    **APER 011/10**

**DATE: September 7, 2010**

**SUBJECT: JOB OPENING – GENERAL SERVICES SPECIALIST**

**Open to:**        All Interested candidates/All sources

**Position:**       **General Services Specialist, FSN-10; FP-5\***

**Opening date:** September 8, 2010

**Closing date:** September 21, 2010

**Work hours:** Full time; 40 hours /week

**NOTE:** ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U. S. Embassy in Bangui is seeking an individual for the position of **GSO Specialist** in the Management Section. This is a non-sensitive ICASS position.

**Basic function of position:**

Position comes under direct supervision of the Management Officer and assumes critical duties during absences or gaps in this office. Including oversight of management functions in embassy: General services, maintenance, shipping and travel supply procurement, info management, financial management and human resources.

Employee is responsible for the supervision of full time staff of Facilities Maintenance and motor pool sections of the GSO. Incumbent performs periodic, functional, overall testing/maintenance of equipment and buildings; maintains functional/residential properties and coordinates both Embassy- provided and contracted service and maintenance. Incumbent supervises and coordinates the Procurement, Supply, Motor Pool and housing operations at post. Acts as liaison between GSO staff and Management Officer and supervises projects requiring wider GSO staff involvement. Serves as Assistant POSHO and Contracting Officer Representative (COR) for maintenance contracts.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the Human Resources Assistant – Emmanuel at 21 61 02 00 (Extension 3293) or from the web site below: [http://bangui.usembassy.gov/job\\_opportunities.html](http://bangui.usembassy.gov/job_opportunities.html) you can find complete details about this position.

**Qualifications Required:**

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

**1. Education:** Completion of College/university studies (at least two years of post secondary education) in electrical, electronic engineering or buildings maintenance is required.

**2. Experience:** Minimum three years journeyman level experience in buildings maintenance or any of the technical fields – HVAC (heating, ventilation and cooling), electricity, electronics or construction - in a progressively responsible position is required. Two years managerial or supervisory experience is also required.

**3. Language:** Level IV (Fluent) Speaking/Reading/Writing English and level II (Limited Knowledge) speaking and reading of French required. Language proficiency will be tested.

**4. Knowledge:** Understanding of interrelationships of various management sections, basic financial management, and Acquisition principles. Familiarity of Embassy operations and understanding of financial operations, including regulations concerning purchase orders and documentation of micro-purchases. General understanding of the country and good understanding of the external environment as it relates to contracting in order to advise on the intricacies of doing business with local contractors. Must have a proficient knowledge of electronics and electricity, including generation, power distribution system, security alarm systems and fire alarm systems. Must know how to write specifications for a project and to review bids for adherence to requirements specified in invitations to prospective contractors.

**5. Skills/Abilities:** Must have excellent supervisory skills. Ability to report building status by maintaining a maintenance tracking systems, developing and presenting findings of systems analyses and corrective recommendation to management is required. Must be detailed oriented and must have strong written and verbal communication skills. Must have basic Keyboard/Data Entry skills. Must have good numerical skills to be able to check calculations in bids, calculate approximate costs when preparing scopes of work. Driver's license is required for this position. Must be proficient in MS Office at a basic level.

**6. Interpersonal Skills:** Must have excellent interpersonal skills.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.
6. The candidate must be able to obtain and hold an OPM NACI clearance.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE (DS-174) along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Management Officer

Attention: Mrs. Sharon Rutherford

U.S. Embassy Bangui

P.O. Box 924, Avenue David Dacko

Bangui,

Central African Republic

Or via e-mail: [BanguiJob@state.gov](mailto:BanguiJob@state.gov) .Please, indicate the title of the position on the subject line.

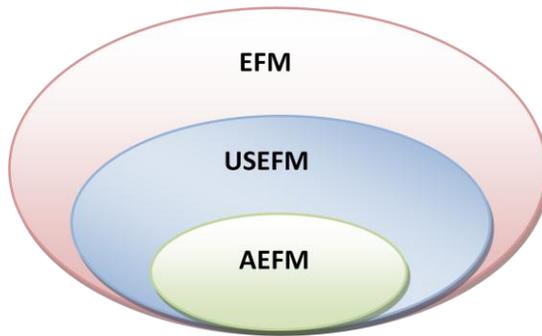
**CLOSING DATE FOR THIS POSITION: September 21, 2010**

The U.S. Mission in Bangui, Central African Republic 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.

Approved by Management Officer Sharon Rutherford

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3 FAM 3232.2](#).

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References