



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-10-20

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Trades Helper (Electrical)
OPENING DATE: Tuesday April 13, 2010
CLOSING DATE: Open until filled
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-02

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a qualified individual for the position of Trades Helper (Electrical) in the Facilities Management Office (FMS) at the U.S Embassy Khartoum Sudan.

BASIC FUNCTION:

Serves as a Trades Helper in one or more of the following trades, Mechanical, Electrical, Building, and Generator Repair. Also may be assigned to gardening, janitorial, or porter duties when required. The mechanical trades encompass a large area of skills such as plumbing, heating ventilation air conditioning, fire suppression systems, welding, waste water treatment, potable water treatment, distribution and repair and other related tasks. The electrical trades encompass the skills of interior and exterior electrical work, minor electronics, and generator repair work and other related tasks. The building trades encompass the work associated with carpentry, cabinet making, furniture repair, locksmith, and masonry and other related tasks. May be required to support ConGen Juba, our Mission in Darfur and perform other duties at locations as assigned.).

MAJOR DUTIES AND RESPONSIBILITIES:

1. The Trades Helper serves as an assistant to the skilled trades' persons in all areas of facilities maintenance that support the Mission. The Trades Helper is responsible for the completing assignments while assisting with the work of the maintenance and repair personnel. Works from plans from a master schedule of work identified with work orders and daily customer support requirements. The Trades Helper carries out work as an assistant or helper by using written on scheduled work orders and/or other written or oral instructions received from the Facility Manager or Embassy or Chancery Maintenance Management staff. Responsible for assisting with unscheduled, preventive, predictive, and emergency maintenance work orders. Ensures that all assigned maintenance tasks are accomplished promptly as described in the work order and as directed by the skilled trades persons the incumbent would be assigned to work with. Performs the work in accordance with manufacturer's preventive maintenance, common trade repair guidelines or replacement requirements. Responsible for assisting in the review of completed work orders and for assisting in the documentation of work accomplished, assisting with required comments and notes after completion of the work prior to being forwarded to the Work Order Clerk for data entry and close-out. Performs work area cleanup and secures work areas to meet safety and security requirements upon completion of all duties and responsibilities. Maintains key control of buildings, offices and storage areas when accessing these areas that are normally secure.

Responsible for all areas of the chancery and the work conducted within the shop and buildings to include the management of hazardous materials such as transformer oil, paint, lubricants. Responsible for shop inventories of tools and equipment. Cleans and inspects tools before and after completion of work.

Uses a variety of tools, while assisting the different trades, for the work conducted within the shop or on-site in Embassy compound buildings, or at the residential housing or other Government Owned or Short Term Leased Properties to include using a variety of power equipment such as hammer drills, sawzall, drill presses, bench grinders, angle grinders, and a variety of equipment that requires abeyance of safe operating rules and regulations at all times. The incumbent is responsible for ensuring that they have full understanding of the use and requirements to wear and use the required personal protective equipment required when performing specific jobs. This includes the wearing of safety shoes, safety glasses, a work uniform, hearing protection if required, a respirator or dust mask if required, hard hat if required, and other job specific safety equipment such as gloves or body harnesses when working at heights above 8 feet on lifts or scaffolding. The incumbent is responsible for shop equipment set-up, maintenance, cleaning, inspection and checks and services to include maintenance of job or shop located eye-wash stations. The incumbent is responsible for attending daily safety briefing and weekly shop safety meetings. The incumbent is responsible for ensuring that they know emergency procedures for responding to emergencies within an Embassy grounds, residential housing and other properties supported such as the Blue Nile Recreation site and how to respond to a fire or a security threat.

The incumbent is responsible for assisting in determining the materials, equipment, expendable supplies and tools to be used for each job. The incumbent is responsible for complying with safety rules and regulations, environmental rules and regulations as they pertain to the use and recovery of waste products generated during the course of the work such as lubricants, paint, paint thinner, or solvents. The incumbent is responsible for ensuring that they understand the dangers of working with compressed air, power tools such as nail guns and other equipment that can cause severe bodily harm if used incorrectly. Written documentation will be on-hand to document the training and certification to use equipment that is potentially dangerous. (90%)

Performs other duties as assigned and to support post activities including relocation of equipment, emergency response actions such as overtime and weekend/holiday work, escorting and monitoring contractors on site. Assists

other shops or sections as part of the maintenance and Embassy support team.
(10%)

QUALIFICATIONS REQUIRED:

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

--Education: Completion of 8th grade of school is required.

--Prior Work Experience: One year of experience as a laborer, janitor, or trades helper in any trades is required.

--Language Proficiency: (This will be tested):

	Speaking	Reading	Writing
English	Limited Level II	Limited Level II	Limited Level II
Arabic	Limited Level II	Limited Level II	Limited Level II

--Skills: Ability of meet and deal tactfully and courteously with fellow employees, subordinates, supervisory personnel, junior and senior Foreign Service officers, vendors and contractors. Must have the ability to self-plan work assignments accordingly for best use of time. Ability to use a variety of powered, non-powered and powered hand tools, shop equipment such as drills, hammer drills, grinders, and a variety of hand tools and equipment associated with the electrical trades after training. Must be able to be licensed for a forklift and other equipment such as a cherry picker or golf cart.

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

-- When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 US 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.

TO APPLY: Interested individuals for this position should submit the following or the application will not be considered:

1. Application form for Federal Employment (current mission employees must submit an in-house application) and supporting documentation including

essays, certificates, awards) that address the requirements of the position as listed above. Forms are available at the U.S. Embassy northern entrance gate.

- OR -

A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards) that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

POINT OF CONTACT:

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6100.

E-mail: KhartoumHRO_DL@state.gov. (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

For more information about the positions and application procedures, please visit the U.S Embassy internet website at the following link <http://khartoum.usembassy.gov> and access the vacancies through "Job Opportunities" located at the end of the page.

DEFINITIONS

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

- US 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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, and 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, 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.