



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-09-25

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Maintenance Supervisor
OPENING DATE: Wednesday April 15, 2009
CLOSING DATE: Open until filled
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-09

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 Maintenance Supervisor in the Facilities Management Office in the General Service Office (GSO) at the U.S Embassy Khartoum Sudan.

BASIC FUNCTION:

As the Embassy Maintenance Supervisor, serves as the direct assistant to the U.S. Facility Manager, directly supervising the work of 15 multi-trade personnel. Supervises the entire 47 personnel facilities work force, at all USG locations, in the absence of the Residential and General Services Compound Maintenance Supervisors. Duties include the management and direction of subordinate Power Plant and Electrical personnel, a storekeeper/customer service representative, and all Embassy Building and Mechanical trade's personnel in the performance of highly skilled building, electrical and mechanical trades work. Responsible for overall operation and emergency power production, which includes the Embassy power plant consisting of 4 generators with a capacity of 1550 KW and an 80 KVA Uninterruptible Power System (UPS).

MAJOR DUTIES AND RESPONSIBILITIES:

Ensures facilities related maintenance work and supervisory services are provided to customers as in accordance with Post's General Services ICASS Service Provider Standards.

Maintenance duties

- Responsible for maintaining Post's essential electrical and mechanical systems such as elevators, potable water, water storage tanks, plumbing, fire suppression, fire alarms, sanitary drains, pump and lift stations and the sewer systems, and medical and cafeteria equipment within the Embassy complex. In addition, responsible for the duty crew operations, consisting of a power plant operator during non-normal duty hours (Sunday - Thursday 1630-0800), which includes nights and 24 hour operations during weekends, seven days a week including holidays. The incumbent may be subject to recall to duty during after normal hour emergencies such as power outages, water main breaks, and natural disasters or other emergencies or contingencies requiring his expertise, or management to resolve or support Embassy operations.
- Directly accountable for executing work orders for new construction, building equipment or systems installation and demolition, scheduled and preventive maintenance, service work, scheduled and unscheduled, emergency work. Manages the daily facilities operational requirements for the Chancery and perimeter buildings to ensure that all customer requirements in the areas of facilities are met. Supports the full line

of work related for all building trades and mechanical system maintenance installation and/or repair requirements. Electrical, Air Conditioning, Plumbing, Carpentry, Painting, Wood refinishing, Masonry and mechanical maintenance workers are under the incumbent's direction. Additional duties include providing facilities related support to other organizations within the Embassy as required, such as the Regional Security, Information Management, Public Affairs and Defense Liaison Offices. Supports special representational events, such as the 4th of July, which may require other than normal working hour participation and support.

- Work is often strenuous and requires bending, climbing, stooping, and heavy lifting. Incumbent is subject to call out and after-hours standby duty for emergency repairs and must be willing to work overtime as required. May be required to work outside in temperatures exceeding 46 centigrade. The incumbent is all call 24/7 for all emergency requirements.
- Responsible for the scheduling, completion and documentation of all Embassy work orders. Inspects the job site, requisitions all materials needed to complete the assigned task and ensures the right tools, support equipment and skilled personnel are assigned to each job. Ensures housekeeping and cleanup is part of every job. Represents the facilities manager as required with customer support.

QUALIFICATIONS REQUIRED:

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

--**Education:** Bachelor of Science degree in engineering or technical field such as Facilities Management is required.

--**Prior Work Experience:** Six years experience in the mechanical, electrical, or building systems maintenance and construction fields. At least four years of supervisory experience is required.

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

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

--**Skills:** Must be able to work independently, handle extreme amounts of pressure and coordinate the general flow and control of the maintenance operation. Must be able to read and understand blueprints, technical manuals, and manufacturers' catalogs. Must be able to write legibly in English and Arabic. Must possess strong managerial, supervisory and organizational skills in order to be able to plan, organize and delegate effectively. Must be able to conform to established safety and health policy and procedures. Must report unsafe or hazardous conditions and all accidents, illnesses and injuries to the Supervisor.

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.