



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-10-03

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Building Trades Foreman
OPENING DATE: Sunday January 11, 2010
CLOSING DATE: Open until filled
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-6

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 for a qualified individual for the position of Building Trades Foreman in the Facilities Management Section (FM) at the U.S Embassy Khartoum Sudan.

BASIC FUNCTION:

- Coordinates and supervises employees working on the general maintenance and upkeep of the embassy buildings, grounds, and various equipment and furnishings.
 - o Buildings include the Office, Annex, General Services and Facilities Shops Areas, Marine House, and all Service and Entrance CACs and PACs.
- Responsible for the following trades and other responsibilities: Carpentry, Painting, Masonry, Cabinet and Furniture assembly and repair, Lock repair/replacement, Glass Work, Flooring Installation with such materials as carpet tile or other material such as porcelain tile.
- Assists with work of employees under his/her direction and other duties when required.
- Prepares time and attendance reports, personnel actions, such as employee appraisals, and documentation of completed work.
- May also be required to support the building trades' maintenance repair and construction requirements of Consulate General Juba and the Department of State mission in Darfur.

Major Duties and Responsibilities:

1. Serves as Chancery Building Trades Foreman. (60%)
 - Assigns daily work of the maintenance and repair personnel under his/her direction.
 - Plans and delegates work from a master with work orders placed in Work Orders for Windows or other oral instructions received from the Chancery Maintenance Supervisor or Facility Manager.
 - Schedules preventive, predictive, and emergency maintenance work orders.
 - Ensures that all assigned maintenance tasks are accomplished promptly as described in the work order and in accordance with manufacturer's preventive maintenance, common trade repair guidelines or customer requirements.
 - Supervises work area cleanup and secures work areas to meet safety and security requirements upon completion of all duties and responsibilities.
 - Maintains paint inventory and records of what colors of paint where used and where they were used for future reference.
 - Maintains carpentry shop and work conducted within the shop to include the use of power equipment such as table saws, drills presses, grinders, lathes, planners, chop saws, miter saws and a variety of equipment that requires abeyance of safe operating rules and regulations at all times.

- Orders materials for each job and maintains the inventory of shop stock, tools and other shop materials. Also, responsible for the masonry shop and the tools and materials required to perform tile, stone, cement, concrete, and other related work.
 - Educates personnel on required personal protective equipment. Incumbent is responsible for shop equipment set-up, maintenance, cleaning, inspection and setting up shop eye-wash stations. Also responsible for conducting daily safety briefing and weekly shop safety meetings. Performs supervisory duties to include counseling, performance appraisals, accident reports, and other administrative duties required of the position.
 - Educates personnel on emergency procedures for responding to emergencies within an Embassy grounds such as fire or an outside security threat.
 - Supervises general repairs such as those requiring painting, patching walls, security hardware repair or installation, hanging shelves or framed items such as photos, and furniture touch-up. Coordinates renovations of existing facilities and minor construction within new facilities as required.
2. Supports TDY support personnel and technical advisers such as trainers on the full range of chancery related building trades maintained equipment and systems such as doors, locks, office equipment and furnishings. (20%)
3. Ensures the proper use of time, tools and materials and that the work areas are kept clean and safe. Performs regular checks for consumable materials, spare parts and submits procurement requests to the Facility Manager via the Mechanical Engineer for review, approval and processing. (10%)
4. 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 maintenance shops when necessary. (10%)

QUALIFICATIONS REQUIRED:

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

--Education: Completion of secondary school required. Completion of vocational training from an accredited institute recognized as producing journeyman level electricians is required.

--Prior Work Experience: Minimum 5 years in any of the electrical trades with at least 1 year of supervisory experience.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English	Good working knowledge	good working knowledge	good working knowledge
Arabic	Fluent	Fluent	Fluent

--Skills:

- Meets and deals tactfully and courteously with fellow employees, subordinates, supervisory personnel, junior and senior Foreign Service officers, vendors and contractors.
- Conducts administrative actions for subordinates. These duties include performance appraisals, counseling, awards, corrective action, and preparation of time and attendance records.
- Assigns, supervises, and inspects the work of building trades journeyperson, workers, and trades helpers; reads and interprets blueprints and work from plans and specifications; estimates material and labor requirements; keeps accurate records and prepares reports.

- Valid driver's license is required.

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).

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.