



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2009-07

October 9, 2009

Open To: All Interested Persons
Position: GSO Gardener FSN-1310-2
Opening Date: October 9, 2009
Closing Date: October 23, 2009
Work Hours: Full-time; 40 hours/week

BASIC FUNCTION OF POSITION

Incumbent performs various kinds of gardening work at the Chancery, the GSO Compound and various embassy residences.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

This includes preparing the soil for planting, fertilizing, pruning, cultivating, watering. Also transplants shrubs, trees, flowering and non-flowering plants. It includes further moving lawns, cutting and pruning hedges and shrubbery, caring for potted plants displays around the outside, or even potting flowers and plants for indoor displays. May direct occasionally the work of several day laborers assigned to assist in a special project. It may include care for tennis courts (rolling, sweeping) and swimming pools (gathering leaves, using the vacuum cleaner). It may also involve keeping all walkways, driveways and paillettes swept and clean. 95%

May help load/unload vehicles, carry packages and performs other tasks as assigned. 5%

DESIRED QUALIFICATIONS

- A. Education: Completion of elementary school is required.
- B. Prior Work Experience: One year of gardening experience is required.
- C. Post Entry Training: None.
- D. Language Proficiency: Level I French ability (rudimentary), Level II Kirundi or Swahili are required.
- E. Knowledge: A good working knowledge of how to plant and care for plants and flowers typical of the area is required.
- F. Skills and Abilities: Must be able to follow simple instructions, be able to work together with team members, ability to carry out moderate to arduous physical work. Knowledge of how to use gardening tools, and those needed for the maintenance of swimming pool and tennis courts.

POSITION ELEMENTS

- A. Supervision Received: General supervision by the maintenance foreman, with input and review by the GSO.
- B. Available Guidelines: None.
- C. Exercise of Judgment: Must know what grows under prevailing conditions, what is suitable as inside plants, what for the outside.
- D. Authority to Make Commitments: None.
- E. Nature, Level and Purpose of Contacts: Be familiar with local market for purchases of plants, pots, manure, etc. Daily contact with occupants of residence, visitors to the pool and tennis courts.
- F. Supervision Exercised: None.
- G. Time Required to Perform Full Range of Duties after Entry into the Position: Three months.

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 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.

TO APPLY

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612) form.
- A current resume.
- Documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum requirements of the position as listed above are required.

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/resources/employment-opportunities>.

CLOSING DATE FOR THIS POSITION: October 23, 2009 at 12 noon.

SUBMIT APPLICATION TO:

Human Resources Office
American Embassy Bujumbura
Avenue des Etats-Unis
B.P 1720 Bujumbura
Ref.: **GSO Gardener FSN-1310-2**

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