



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

**Vacancy Announcement No. 2009-08**

**October 9, 2009**

**Open To:** All Interested persons  
**Position:** Janitor FSN-1305-1  
**Opening Date:** October 9, 2009  
**Closing Date:** October 23, 2009  
**Work Hours:** Full-time; 40 hours/week

## **BASIC FUNCTION OF POSITION**

Cleaning chancery offices, furniture and bathrooms, sometimes delivers mail and official documents to and from the chancery.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Cleans restrooms rest rooms, mops; scrubs and waxes floor. Disinfects and deodorizes lavatories, commodes and other rest room fixtures. Polishes and cleans mirrors and water fountains, dusting woodwork. Replaces soap, deodorizers, towels and toilet tissues. Cleans office floors, corridors, stairways and other assigned areas.

Polishes office furniture, empties trashcans and shredders. Reports any broken windows, stopped up drains, leaking plumbing, burned up light bulbs and tubes. Submits the requests to GSO through supervisor for the needed cleaning supplies. Completes other messenger services as required.

Directly supervised by the Management Officer Administrative Assistant.

## **REQUIRED QUALIFICATIONS**

- A. Education: Completion of primary school is required.
- B. Prior Work Experience: Six months of labor experience is required.
- C. Post Entry Training: N/A
- D. Language Proficiency: Level I English and French required. Level II Swahili and Kirundi required.
- E. Knowledge: Knowledge of all the DOS agencies and Mission policies regarding cleaning maintenance.
- F. Skills and Abilities: Ability to clean well, boil water, etc.

**POSITION ELEMENTS**

- G. Supervision Received: Receives direct supervision from Management Assistant.
- H. Available Guidelines: US Embassy guidance
- I. Exercise of Judgment: N/A
- J. Authority to Make Commitments: N/A
- K. Nature, Level and Purpose of Contacts: Embassy staff.
- L. Supervision Exercised: N/A
- M. Time Required to Perform Full Range of Duties after Entry into the Position: Six 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.: **Janitor FSN-1305-1**

*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.*