



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

**Vacancy Announcement No. 2009-09**

**October 9, 2009**

**Open To:** All Interested persons  
**Position:** Warehouseman FSN-805-2  
**Opening Date:** October 9, 2009  
**Closing Date:** October 23, 2009  
**Work Hours:** Full-time; 40 hours/week

## **BASIC FUNCTION OF POSITION**

Incumbent cleans warehouses and storage areas. He/she is able to hold heavy items. He/she loads/unloads items and furniture on/from trucks. Moves office and residence furniture. Dusts, wipes and polishes furniture stored in warehouse and other appliances not yet supplied. Checks and replaces smoke detectors and fire extinguishers in offices and official residences. Cleans, mops, dusts, waxes floors, wipes and polishes gym room equipment. Keeps warehouse indoor and outdoor clean. Makes sure that trash cans are emptied in sight of garbage contractor's pickup days. Works under close supervision of the Non-Exp Supply Supervisor.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Maintains warehouse areas clean. Cleans, dusts, wipes warehouse shelves. Receives, holds and moves carefully all furniture, appliances, household equipment to proper storage areas in warehouse, using hand trucks and other equipment. Uses protective covers to protect furniture and other appliances from dust. Keeps moving equipment ready to use for office furniture move, and residence furnishing.

Helps to move items from Receiving room to warehouses, making sure expendable supplies be stored in the appropriate area, and non-expendable supplies in the main warehouse.

Visits properties to check smoke detectors and fire extinguishers, and replaces them if defective.

Sets tents, tables, chairs and other party supply items as requested.

## **DESIRED QUALIFICATIONS**

- A. Education: Completion of elementary school and two-year-secondary school are required.
- B. Prior Work Experience: Six months of janitor 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: N/A

- 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.

**POSITION ELEMENTS**

- A. Supervision Received: General supervision by the NEXP Supervisor, with input and review by the GSO/GSO Assistant.
- B. Available Guidelines: None
- C. Exercise of Judgment: N/A
- D. Authority to Make Commitments: None.
- E. Nature, Level and Purpose of Contacts: N/A
- 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.: **Warehouseman FSN-805-2**

*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.*