



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2009-11

October 22, 2009

Open To: All Interested persons
Position: Non-EXP Supply Supervisor FSN-805-7
Opening Date: October 23, 2009
Closing Date: November 6, 2009
Work Hours: Full-time; 40 hours/week

BASIC FUNCTION OF POSITION

Incumbent is responsible of receiving, storing, issuing, and maintaining and recording nonexpendable property, as well as the general operation of stockrooms and warehouses.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

- Receives, stores, and issues nonexpendable property. Writes and issues 'transfer sheets' and 'disposal forms' to account for the movement of nonexpendable property. Provides direct supervision to a warehouse staff of up to 10 people. Operates an Embassy vehicle to deliver nonexpendable supplies and transport warehouse staff. 60%
- Performs warehouse spot checks and maintains order and cleanliness in the warehouse. 20%
- Backs up the Expendable Supply Clerk in his absence. 10%
- Performs other duties as directed by the GSO Assistant. 10%

DESIRED QUALIFICATIONS

- A. Education: *High School Diploma.*
- B. Prior Work Experience: *At least 2 years with warehouse/logistics experience.*
- C. Post Entry Training: *On-the-Job Training.*
- D. Language Proficiency: *English 2/2, French 3/3, Kirundi 4/4, Swahili 2/2*
- E. Knowledge: *Good knowledge of warehouse operations and distribution methods.*
- F. f. Skills and Abilities: *Highly organized, detail oriented, possesses good analytical skills, proactive not reactive, a decision maker.*

POSITION ELEMENTS

- A. Supervision Received: *Direct supervision by the GSO Assistant.*
- B. Available Guidelines: *6 FAM*
- C. Exercise of Judgment: *Incumbent can exercise judgment while following 6 FAM and direct orders. However, can use judgment to make minor changes if direct orders are not feasible.*
- D. Authority to Make Commitments: *No.*
- E. Nature, Level and Purpose of Contacts: *Deals daily with Official Americans and all embassy staff. Very important that incumbent maintains a professional nature and keeps in constant contact with GSO Assistant and the GSO.*
- F. Supervision Exercised: *Supervise up to 10 employees.*
- G. Time Required to Perform Full Range of Duties after Entry into the Position: *Six (6) 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 U.S. Embassy Bujumbura internet site at <http://burundi.usembassy.gov/resources/employment-opportunities>.

CLOSING DATE FOR THIS POSITION: November 6, 2009 at 12 noon.

SUBMIT APPLICATION TO:

American Embassy Bujumbura
Avenue des Etats-Unis
B.P 1720 Bujumbura
Ref.: Position Title

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.