



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

## Vacancy Announcement No. 2016-26

**Open To:** All Interested candidates  
**Position:** Mailroom Clerk  
**Opening Date:** Wednesday, December 7, 2016  
**Closing Date:** Monday, Wednesday 21, 2016 at 17:00  
**Work Hours:** Full-time; 40 hours/week

### BASIC FUNCTIONS

The Mailroom Clerk is responsible for the processing of all incoming and outgoing diplomatic pouches including special courier door-to-door service/delivery (FedEx, DHL, UPS, etc).

The incumbent will ensure that all outbound official embassy correspondence is prepared for shipment in accordance to Department of State regulations and inform all concerned of the receipt and dispatch of incoming and outgoing diplomatic pouch via the ILMS portal for unclassified pouch tracking.

### REQUIRED QUALIFICATIONS:

**Education:** Completion of secondary school required. **Work Experience:** One to two years of progressive experience processing mail in a business environment.

**Language Proficiency:** Ability to speak read and write: Level III English, French and Kirundi. **Job Knowledge:** Must have knowledge of mail regulations and the local postal systems for the handling of international, ordinary and registered mail and parcels.

**Skills and abilities:** Must have a valid/current driver's license. Able to establish priorities in handling mail and parcel expedition or receipt. Able to contact maintenance company when there is a problem with the embassy copier which he/she cannot resolve him/herself.

### TO APPLY FOR THIS POSITION:

The application form is available at <http://burundi.usembassy.gov/employment-opportunities.html>. Interested applicants for this position **must** submit the DS-174 application form and a current résumé or a curriculum vitae that provides additional information.