



Vacancy Announcement
Embassy of the United States of America
Bujumbura, Burundi

EMPLOYMENT OPPORTUNITIES!

Procurement Clerk – FP-8/FSN-6

Vacancy Announcement: No. 2017-1

Opening Date: Immediate

Closing Date: Wednesday, February 1, 2017 at 12:00pm

Work Hours: Full-time; 40 hours/week

BASIC FUNCTIONS

Incumbent is responsible for procurement actions of a variety of goods and services from local and overseas sources through purchase orders, contracts (i.e. IDIQ, GSA), blanket purchase agreements (BPA), purchase cards and petty cash for the sections s/he represents. Incumbent is responsible for following all appropriate Department guidance in the execution of post's procurement program and is under supervision of the Procurement Supervisor.

REQUIRED QUALIFICATIONS:

Education: Two years university studies completed required.

Prior Work Experience: Two or more year's procurement experience or related work field required.

Language Proficiency: Level III English, Level IV Kirundi, Level III French, Level II Swahili.

Job Knowledge: A working knowledge of State Department procurement regulations and of FAR. Must have a good knowledge of the local market place, practices and vendors. Must be proficient in use of computer and internet/World Wide Web.

Skills and abilities: Level II typing (40 WPM). Ability to create and manage Excel spreadsheets required. Excellent communication skills and tact for dealing with embassy staff and vendors. Attention to detail critical.

Mechanic – FP-AA/FSN-4

Vacancy Announcement: No. 2017-2

Opening Date: Immediate

Closing Date: Wednesday, February 1, 2017 at 12:00pm

Work Hours: Full-time; 40 hours/week

BASIC FUNCTIONS

Preparation and data entry of work orders and updated status into the Department's program (myServices and ILMS modules), including materials, labor and transportation information. Performs the full range of mechanic duties.

REQUIRED QUALIFICATIONS:

Education: Completion of technical school in mechanical courses or certification from a professional mechanic's school. **Work Experience:** At least 3 years previous work experience as a master mechanic, with experience in motor vehicles, generators, and other engines **Language Proficiency:** Level III Swahili and French; Level II English. Level III Kirundi. **Knowledge:** Must have a strong knowledge of engines and components for gas and diesel motors, and worked with lawn mowers and small motors.

Skills and abilities: Ability to problem solve, to work under deadline, to prioritize multiple work orders, to see a task through to completion. Must possess a driving license A, B, C, D, E categories.

GSO Administrative Assistant and ILMS Asset Management – FP-8/FSN-6

Vacancy Announcement: No. 2017-3

Opening Date: Immediate

Closing Date: Wednesday, February 1, 2017 at 12:00pm

Work Hours: Full-time; 40 hours/week

BASIC FUNCTIONS

Assists the GSO Section in all administrative activities to include preparing time and attendance, property sales, procurement requests and correspondence for the General Services Officer. Responsible for maintaining accurate databases in ILMS Asset Management and Expendables. Works closely with Property MGT, Supply, Procurement, and Receiving Section to ensure that all USG property is accounted for and in correct location for inventory purposes. Physically participates in all inventories, and in make-readies of residences.

REQUIRED QUALIFICATIONS:

Education: 2 years of university studies in Literature, Economics, Law, Property Management or Storekeeping is required. **Work Experience:** Two years of experience in property/supply management or store keeping is required. **Language Proficiency:** Level II Swahili, level III English and level IV French and Kirundi are required. **Knowledge:** Excellent working knowledge and understanding of current store management regulations and guidelines relevant to storage, supply, inventory taking and disposal is required. **Skills and abilities:** Level III typing ability, must possess an excellent attention to details.

Warehouseman – FP-CC/FSN-2

Vacancy Announcement: No. 2017-4

Opening Date: Immediate

Closing Date: Wednesday, February 1, 2017 at 12:00pm

Work Hours: Full-time; 40 hours/week

BASIC FUNCTIONS

Incumbent cleans warehouses and storage areas. He/she is able to lift and carry heavy items. He/she loads/unloads items and furniture on/from trucks. Moves office and residential furniture. Dusts/wipes/polishes/wraps up furniture stored in warehouse and other appliances. Sets up all Embassy events. Keeps warehouse areas clean. Works under close supervision of the Non-Expendable Supply Supervisor.

REQUIRED QUALIFICATIONS:

Education: Completion of elementary school and secondary school are required. Driver's license and forklift certificate required.

Work Experience: One year experience performing warehouse receiving and storage functions.

Language Proficiency: Level I English, Level II French, Level II Kirundi or Swahili are required.

Knowledge: Methods and procedures pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials and equipment.

Skills and abilities: Effectively participate in a receiving, storage, and distribution operation. Perform moderate to heavy manual tasks. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships. Lift and carry heavy loads according to SHEM regulations. Cross-train to provide coverage during absences in any GSO Property Management section.

TO APPLY FOR THE ABOVE POSITIONS

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.
