



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

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## Vacancy Announcement No. 2018-04

**Open To:** All interested candidates - All Sources

**Position:** General Services Office Specialist

**Opening Date:** April 2, 2018

**Closing Date:** April 16, 2018 at 16: 00

**Work Hours:** Full-time; 40 hours/week

**Salary:** Resident (OR): FSN-9 (T)  
Not-Ordinarily Resident (NOR): FP-5  
*\*Final grade/step for NORs will be determined by Washington.*

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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The U.S. Embassy in Bujumbura is seeking an individual for the position of **General Services Office Specialist** in the General Services Office.

### **BASIC FUNCTION OF POSITION**

Incumbent of this position serves as the Deputy GSO with primary responsibility for Real Property management. Serves as the primary liaison between GSO and government offices, contractors, and landlords. Assist the GSO with Contracting Officer Representative responsibilities for some contracts (managing local gardening services and garbage collection services) and procurement activities related to those contracts. Coordinates daily activities plan for five GSO sub-units: Housing, Property Management, Motor Pool, Travel, and Shipping & Customs, directly supervising seven staff. Visits warehouse and motor pool, supervises inventories and prepares GSO section annual reports to

Washington, drafts GSO Functional Questionnaire submission, and verifies post is adhering to the Management Controls checklist and the International Cooperative Administrative Support Services (ICASS) standards. Analyzes customer service performance and reviews results from the annual ICASS survey.

**QUALIFICATIONS REQUIRED:**

**Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

Option A:

**Education:** Four-year University degree (Bachelor's degree) in Management or related field required.

**Experience:** At least five years prior work experience required with an international organization, diplomatic mission, or government organization.

**Language:** English (Level 4, Fluent, Speaking, Reading, Writing), French (Level 4, Fluent, Speaking, Reading, Writing), and Kirundi (Level 4, Fluent, Speaking, Reading, Writing) **(this may be tested)**

OR

Option B:

**Education:** College or University studies

**Experience:** Seven years of experience with an international organization, diplomatic mission, or government organization.

**Language:** English (Level 4, Fluent, Speaking, Reading, Writing), French (Level 4, Fluent, Speaking, Reading, Writing), and Kirundi (Level 4, Fluent, Speaking, Reading, Writing) **(this may be tested)**

**Knowledge:** Familiarity with local government laws, including customs, taxes, real estate property, and protocol required. Knowledge of USG contracting and real property management regulations preferred.

**Skills and abilities:** Position is the senior management position for GSO. Incumbent must exercise strong management skills and be able to motivate and lead multiple sections. Good judgment and interpersonal skills are essential. Skilled negotiator. **(This may be tested.)**

**FOR FURTHER INFORMATION**

Visit our website at <https://bi.usembassy.gov/embassy/jobs/> and/or contact the Human Resources Office at 22 20 7024.

**SELECTION CRITERIA**

1. Management may consider the following when determining a successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold an appropriate security clearance.

**HOW TO APPLY:** Applicants **must** submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website (see “For Further Information” above). **Incomplete DS-174 application forms will be rejected**; and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**IMPORTANT:** Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

**WHERE TO APPLY:**

**Mailing Address:** Human Resources Office  
Embassy of the United States  
Avenue des Etats-Unis  
B.P 1720 Bujumbura

*Please indicate your name, telephone number and the position title for which you are applying on the envelope and sign in the logbook upon drop-off of your application in the HR Office.*

**E-mail Address:** [BujumburaHR@state.gov](mailto:BujumburaHR@state.gov)

*Please indicate the position title for which you are applying in the subject line of your email*

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A – DEFINITIONS**

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.