



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Announcement Number: **Bujumbura-2018-07**
Position Title: Post Occupational Safety and Health Officer Assistant
(POSHO Assistant)

Opening Period: **June 6, 2018 – June 20, 2018**

Series/Grade: Resident (OR) : FSN-8
Not-Ordinarily Resident (NOR) : FP-6

**Final grade/step for NORs will be determined by
Washington.*

For More Info:

Mailing Address:

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

Note: Closing time for submission of physical applications at
the Embassy is 16:00 (Monday to Thursday) and 11:00 on
Friday.

E-mail Address: BujumburaHR@state.gov

Or visit our website at
<https://bi.usembassy.gov/embassy/jobs/> and/or contact the
Human Resources Office at 22 20 70 24.

Who May Apply:

All Interested Applicants / All Sources

Security Clearance Required:

Local Security Certification

Duration Appointment:

Indefinite subject to successful completion of probationary
period

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply. <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Bujumbura, Burundi is seeking eligible and qualified applicants for the position of POSHO Assistant.

The work schedule for this position is Full Time (40 hours per week).

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

DUTIES: Under the direct supervision of the Facility Manager, who serves as the Post Occupational Safety and Health Officer (POSHO), the safety program coordinator has responsibility for assisting the POSHO in carrying out the day to day functions of the Safety Health and Environmental Management (SHEM) programs and fire protection division program at post. The incumbent assures that all government owned and leased property meet safety requirements, conducts regular safety surveys, prepares reports and conducts follow up inspections to ensure compliance. The incumbent is also responsible for the mission pest control and sits as member of the post SHEM committee.

QUALIFICATIONS AND EVALUATIONS

EDUCATION: At least having Diploma A2- of secondary school –in construction or electrical or equivalent from vocational training is required.

REQUIREMENTS:

EXPERIENCE: Minimum 6 years' experience in a combination of any 2 of the following: Construction, maintenance and electrical work.

Additional three or more years of site safety related experience within the construction industry, showing an increasing level of responsibility within Health & Safety.

JOB KNOWLEDGE: In-depth knowledge of Safety, Health, and Environmental Management (SHEM) and Occupational Safety and Health Administration (OSHA) guidelines and required practices and procedures. Position holder requires familiarity with local and national building codes, practices, procedures and environmental safety standards. Expertise in maintenance practice. Knowledge of safety management practices. Overall building and grounds maintenance operation experience and good working knowledge of maintenance and repair trades and procedures are required.

EVALUATIONS:

LANGUAGE: Level III (Working Knowledge) Speaking/Reading/Writing English is required. Level III (Working Knowledge) Speaking/Reading/Writing French is required. Level III (Working Knowledge) Speaking/Reading/Writing Kirundi or Kiswahili is required. **(These will be tested.)**

SKILLS AND ABILITIES: Ability to listen and counsel employees and supervisors on work related issues and problems. Incumbent must be sympathetic, yet firm, when counseling on work related issues. Must be computer literate (conversant with word processing, excel, power point), able to type with speed and accuracy. The job holder must have a valid local driver's license **(This may be tested.)**

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) : 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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in (insert post and/or country name) may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office.
The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available at Bujumbura US Embassy website.

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

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Residency and/or Work Permit (For non-Burundian)
- Passport copy
- Degree (not transcript)
- Certificate or License
- Letter(s) of recommendation
- List of references

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Bujumbura, Burundi