



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Announcement Number: Bujumbura-2021-03

Position Title: **Maintenance Mechanic - Appliance Technician**

Opening Date: January 18, 2021

Closing Date: February 01, 2021

Series/Grade: Resident (OR): FSN- 5
Not-Ordinarily Resident (NOR): FP-9
**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.

Online applications may be submitted at any time before the above mentioned deadline at BujumburaHR@state.gov

Who May Apply: **All eligible candidates – 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 **Maintenance Mechanic - Appliance Technician**.

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: Located in the GSO section, this position is responsible for the installation, repairs and maintenance of appliances including but not limited to laundry washers and dryers, dish washers, refrigerators, freezers, distillers, air conditioners, pumps, pressure tanks, ovens/stoves and cooktops. Works with the GSO Property section when installing, moving, or removing appliances to ensure accurate property records and inventory accounting. This position reports to the Non-Expendable Supply Supervisor position.

QUALIFICATIONS AND EVALUATIONS:

EDUCATION: Successful completion of secondary school A2 is required. Craft certificate in electrical equipment maintenance is required.

REQUIREMENTS:

EXPERIENCE: Two (2) years' experience in the maintenance and repair of household appliances is required.

JOB KNOWLEDGE: Knowledge of electrical and mechanical appliance repair is required.

EVALUATIONS:

LANGUAGE: English level II (Basic knowledge) is required. Kirundi or French level III (Good working knowledge) is required.

SKILLS AND ABILITIES:

Strong logic skills needed for trouble shooting. Good three-dimensional mental visualization needed to facilitate the re-assembly of complex devices. Good hand-eye coordination and manual dexterity including abilities with hand and power tools. Ability to lift and move heavy objects. Ability to work standing for extended periods of time. Ability to use a computer to search for manufacturer websites and search for part on the internet. Ability to work with others and adjust to changing work environments. Possession of a valid B class driver's license.

Qualifications: All applicants may be tested on any requirements listed above. All applicants under consideration will be required to pass medical and security certifications. All candidates must be able to obtain and hold a Local Security Certification.

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 Bujumbura, Burundi, may receive a compensation package that may include health, separation, and other benefits.

For EFM, 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.

- *For physical applications: Please indicate your name 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.*

- *In the event of application through BujumburaHR@state.gov : please indicate the position title for which you are applying in the subject line of your email.*

Required Documents: Please provide the following required documentation with your application:

- DS-174
- Work Permit (For non-Burundian)
- Copy of National ID/ Passport
- Diploma and relevant certificates
- 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.