

JOB OPPORTUNITY ANNOUNCEMENT 2010-11

OPEN TO:	U.S. Citizen Eligible Family Members (EFM) (see Definitions)
POSITION:	MAINTENANCE SPECIALIST
OFFICE:	GSO
OPENING DATE:	August 2, 2010
CLOSING DATE:	August 16, 2010
WORK HOURS:	40 hours per week
GRADE/SALARY:	FP-06 (Starting from \$44,743 to \$65,697; depending on qualifications and prior salary history)

The General Services Office is seeking applicants to serve as a Maintenance Specialist on a full-time basis. Incumbent works under the direct supervision of the Maintenance Supervisor and the indirect supervision of the GSO and/or Assistant GSO.

Principal Duties: responsible for planning, completion and inspection of building maintenance projects of USG owned buildings and grounds, and some USG-leased properties and facilities. Assists in the management of maintenance staff and resources, including outside contractors. Provides technical advice and instructions to a multi-trade maintenance team who perform preventive, routine and emergency maintenance and repair tasks. Provides installation, maintenance and repair services in a multi-trade environment which includes electrical, HVAC, plumbing

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

QUALIFICATIONS: REQUIRED:

Education: Completion of secondary school is required. Also required is occupational or vocational training in skilled trades occupations related to building or facility maintenance, building project management, or constructions projects management.

Experience: A minimum of five years of progressively responsible experience in any of the following fields: project management, logistics management, building maintenance, construction management, or facility management is required.

Language: Level IV English (fluent) is required.

Skills: Ability to plan, organize and manage resources (staff, projects, equipment, funds) to carry out building maintenance or facility management projects is required. Also required is the ability to use technical tools and equipment related to electrical work, plumbing, carpentry, hydraulics, welding, metalworking, pipefitting, generator operation and similar. Ability to read and understand blueprints, electrical schematics, building plans and technical manuals is required. Must be able to use all standard Office software.

SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 30 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 30 calendar days of their employment.
5. Applicants must be eligible for employment under host government laws and regulations.
6. The selected candidate must be able to obtain a SECRET level security clearance.

TO APPLY:

Interested candidates for this position should submit the following:

1. Application form OF-612 is REQUIRED.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office, U.S. Mission, 11, route de Pregny, 1292 Chambesy, Geneva or email to GenevaHR@state.gov

POINT OF CONTACT:

HR Office: Telephone: (022 749 44 27) or IVG 493 4427/FAX: (022 749 4091)

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 16, 2010

An Equal Opportunity Employer

The US Mission in Geneva, Switzerland 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.

Clearances:

MGT/GSO – D.Fulwiler
MGT/FMO – S.Ramirez
MGT/HRO – E. Flanagan
MGT/C – L. Richter