

ANNOUNCEMENT NUMBER: 29-09

OPEN TO: All Interested Candidates

POSITION: FMS (Facilities Maintenance Section) Clerk, FSN-5; FP-9*

**THIS IS A TEMPORARY POSITION FOR 11 MONTHS (UNTIL JANUARY 2011).
POSITION WILL BE AVAILABLE ON/ABOUT FEBRUARY 1, 2010.**

OPENING DATE: November 5, 2009

CLOSING DATE: November 19, 2009

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in **ASTANA** is seeking individual for the **TEMPORARY (11 months)** position of **FMS Clerk** in the **Maintenance Section**.

BASIC FUNCTION OF POSITION

The incumbent serves as a liaison with the Facilities Management Unit regarding required general maintenance, carpentry, electrical, plumbing, painting, masonry, A/C, refrigeration, cleaning and other preventive maintenance and repair work of office building, residential quarters, and other government-owned or leased buildings.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Human Resources Office in Astana, tel. 702423, e-mail address: astanahr@state.gov

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school.
2. One year of progressively responsible secretarial/administrative/clerical experience.
3. Level IV (fluent) Speaking/Reading English. Level IV (fluent) Speaking/Reading Russian.
4. Knowledge of maintenance operations and procedures. General knowledge of the US Department of State regulations.
5. Ability to operate standard office machinery. Ability to use standard PC software for preparing correspondence, maintaining work request logs, etc. Ability to deal tactfully with all levels of personnel or individuals requesting maintenance services.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 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 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

No. 3, 22-23 Street

Ak Bulak 4

010000 Astana, Kazakhstan

Tel: (7172) 702-423; Fax: (7172) 702-275; e-mail: astanahr@state.gov

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 dependent that 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 safe haven abroad, or alternate safe haven abroad; and
--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

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: November 19, 2009

The US Mission in Kazakhstan 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.