

U.S. Mission to Tunisia

JOB ANNOUNCEMENT# 14 /09

June 1, 2009

SUBJECT: Janitor

OPEN TO: All interested Candidates

POSITION: Janitor, FSN-1

OPENING DATE: June 1, 2009

CLOSING DATE: June 15, 2009

WORK WEEK: 44 hours/week

SALARY: Ordinarily Resident: TD 9,678 per year (Position is graded at the full performance level of Grade: FSN-1).

The U.S. Embassy in Tunis is seeking an individual to fill the position of Janitor in the Maintenance Section.

BASIC FUNCTION OF POSITION:

Performs various kind of Janitorial work at Embassy Compound or associated agency buildings. Drives sweeper to remove debris from surroundings. On occasions, may be asked to work on holidays or weekends.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 71-107-320 or 71-107-172.

REQUIRED QUALIFICATIONS:

Education: Elementary school level required.

Experience: Some Janitorial experience required.

Language: Must be fluent in Arabic. Rudimentary knowledge of French required.

Knowledge: Methods, materials, chemicals, disinfectants, and equipments used in cleaning offices and public buildings; Sanitation and safety measures used in cleaning operations; care of equipment and work areas.

Skills and Abilities: Must know how to handle chemicals and operate machines. Must have tact when working with supervisors and co-workers.

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.

TO APPLY:

*** “Application for Employment” (OF-612) AND the employment form” Nepotism Memorandum” form MUST be sent. These employment applications can be found on our Mission’s webpage on the Internet at <http://tunisia.usembassy.gov/jobs.html> or you can pick up these applications at the front reception kiosks on the Embassy grounds.**

Please submit all documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of this position. Qualification requirements are listed above.

Do not attach a photo to the application; if applications are received with photos, the photos will be discarded.

UNLESS THE ABOVE DOCUMENTS ARE SUBMITTED, APPLICATIONS WILL NOT BE CONSIDERED.

SUBMIT COMPLETED APPLICATIONS VIA:

E-mail: tunisapplicants@state.gov

Fax: 71-107-080

Regular mail:

Human Resources Office
American Embassy Tunis
Les Berges du Lac
1053 Tunis, Tunisia

* The nepotism memorandum discussed above must be attached to the application.

POINT OF CONTACT:

Human Resources Assistant, phone: 71-107-320 or 71-107-172

CLOSING DATE FOR THIS POSITION: Monday, June 15, 2009

The US Mission in Tunisia 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.

Drafted, Approved and Cleared in accordance with Post Regulations

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