



ANNOUNCEMENT NUMBER 11-06

OPEN TO: All interested candidates

POSITION: Plumber, FSN-5

OPENING DATE: July 1, 2011

CLOSING DATE: July 15, 2011

WORK HOURS: Full Time; 40 hrs/week

SALARY: *Ordinarily Resident (OR): Position Grade: FSN-5*
Not-Ordinarily Resident (NOR): Position Grade: FP-9 (to be confirmed by Washington)

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

The U.S. Embassy in Sarajevo is seeking an individual for the position of Plumber at the Facilities Maintenance Section in Sarajevo.

BASIC FUNCTION OF POSITION:

Performs plumbing work at the Chancery, other Embassy offices, warehouse, and Embassy residences under the direction of the Mechanical Engineer. Provides back-up to other tradesmen as needed.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 033-704-000 (x4373).

QUALIFICATIONS REQUIRED:

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

- (1) Completion of secondary school is required.
- (2) Five years of journeyman plumbing experience, plus some semi-skilled experience in the trade areas is required.
- (3) English level II (limited knowledge) is required. Level III (good working knowledge) in any of the following – Bosnian, Croatian or Serbian – language is required.
- (4) Must possess a valid driving license.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. veterans are given preference. Therefore, it is essential that the candidate specifically addresses the required qualifications above in the application.

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member ([DS-174](#)); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO:

Please submit the applications **only by e-Mail**, as specified below.

E-mail: SarajevoJobVacancy@state.gov

POINT OF CONTACT:

phone: +387 33 704 000 ext. 4373

fax: +387 33 704 427

CLOSING DATE FOR THIS POSITION: July 15, 2011

The US Mission in Sarajevo 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.