



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER - 72**

- OPEN TO:** All Interested Candidates
- POSITION:** **Carpenter, FSN 4; FP – AA**
- OPENING DATE:** October 3, 2004
- CLOSING DATE:** October 17, 2004 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 hours/week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Carpenter in the Residential Maintenance Unit, General Services Office.

**BASIC FUNCTION:** The incumbent is assigned to the carpentry shop of the Residential Maintenance Unit under the supervision of Maintenance Foreman and Maintenance Supervisor.

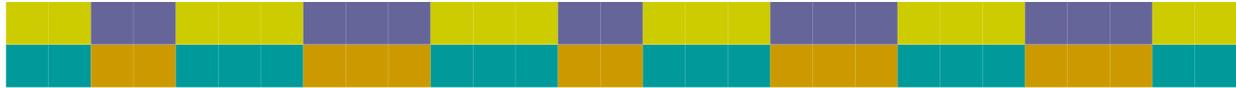


## **MAJOR DUTIES AND RESPONSIBILITIES:**

- ✚ Performs complete journeyman carpentry work on all projects or renovations involving structural woodwork. Repairs wood structures and furniture as needed. Replaces defective parts where damage has been caused by age, termites, weather, dry rot or hard use. Such repair must blend in with remaining permanent structure in quality and finish so as not to be noticeable. Able to interpret the sketches and blueprints for a specific task and can accomplish it with little supervision. Salvages old wood from the lift van and crates for future use.
- ✚ Responsible for maintaining power and hand tools in his/her day-to-day working activities. May perform preliminary survey of work sites to identify dimensions of work and materials required. Must coordinate with other maintenance crews to ensure the work is carried out to its proper sequences.
- ✚ Directs his/her crews to perform minor painting, masonry and cleaning tasks as necessary to accomplish primary duties.

## **QUALIFICATIONS REQUIRED:**

1. **Education:** Secondary School Certificate (SSC) and successful completion of a trade school course of 2 to 3 years duration or substantial practical experience as a carpenter.
2. **Language Proficiency:** Good working knowledge of spoken and written English and fluent in Bangla.
3. **Prior Work Experience:** Three to five years experience as a carpenter.
4. **Knowledge:** An in-depth knowledge of all the various functions and activities within the jobholder's area of work. Knowledge may be required to give advice and/or be able to handle some non-standard situations/problems.
5. **Skills and Abilities:**
  - ✚ Must have the ability to lift loads of 30-50 lbs.
  - ✚ Ability to learn how to guide, direct and control less well-qualified staff.
  - ✚ Must be able to use all power and hand tools in a safe manner.



## SELECTION PROCESS:

In order to be considered for this vacancy, candidates must provide evidence in their application that they meet the required qualifications listed above. When equally qualified, Eligible Family Members and applicants with Veterans preference will be given preference.

## ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFM's holding a U.S. Temporary Appointment/FMA appointment are ineligible to apply within the first 90 calendar days of that appointment.

## TO APPLY:

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at Gate-1 (Reception booth) and in the Human Resources Office, Ext. 2521. A copy is also attached hereto for your convenience.**



Application  
Form.doc

2. **Interested EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment).** A copy is also attached hereto for your convenience.
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OF-612.doc

**ONLY complete and up-to-date applications with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.**

**NOTE: CV's will not be accepted in lieu of the Application Form.**

**SUBMIT APPLICATION TO:**

**Human Resources Office**

**Attention: HRO**

**Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka - 1212**

**POINT OF CONTACT:**

**Human Resources Assistant**

Telephone # 885-5500, Ext: 2521

Fax # 9887825

**DEFINITIONS:**

**1. EFM:** US Citizen spouse or US citizen child who is at least age 18, and who, in either case, is on the travel orders of A U.S. citizen foreign or civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission Authority.

**2. Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.



**NOTE:** "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."

***AN EQUAL OPPORTUNITY EMPLOYER***

Cleared by:

HRO: GSO/MAINT SUPV: FMO: MGT/C (A)