

Mission Notice
US Agency for International Development (USAID)
Mission to Zimbabwe

Mission Notice No: 15-09

Date: July 15, 2015

Open to:

All U.S Mission Locally Employed Staff (LES) – All Agencies

Current employees serving a probationary period are not eligible to apply

All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of paperwork will need to be provided)

Official Title: Janitor/Trades Helper

Office: Executive Office Division/Facility Maintenance Office

Position Grade: FSN-2

Salary Range: US\$10,629 – US\$15,419 basic salary grade range

The US Mission in Zimbabwe 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.

Opening Date: July 15, 2015

Closing Date: July 31, 2015 (1700 hours local time)

Work Hours: Full time; 44 hours per week

BASIC DESCRIPTION OF THE POSITION:

Incumbent will perform the basic janitorial duties and maintenance of the grounds. Incumbent will also provide setting up for office meetings and the cleaning-up after the functions. They will be required to clean and maintain the office bathrooms and restrooms, clean furniture and equipment and assist with general minor repairs on equipment and tools. S/he will be responsible for keeping and issuing of cleaning materials and requisitioning of replenishment stock.

Main Duties and Responsibilities

Incumbent works alone or as a member of a janitorial crew cleaning offices, bathrooms, desks, windows and sills in buildings as directed by the Facility Maintenance Supervisor. S/he will also be responsible for maintaining the gardens as directed by the Facility Maintenance Supervisor. **35%**

Using hand powered tools; incumbent will be required to vacuum and polish floor surfaces. The Facility Maintenance Supervisor or Facility Maintenance Assistant will determine the job to be done and the material required and then the incumbent will perform uncomplicated repairs and installations on, but not limited to, incandescent and fluorescent lights, 220volt power points, transformers, computer leads, fuses and plugs. Incumbent will also carry out minor repairs on vacuum cleaners, e.g. changing power belts, fuses and power cables/leads. Replaces batteries and bulbs in emergency and exit lights. Incumbent will work with the Facility Maintenance Supervisor and Facility Maintenance Assistant and assist with the simpler tasks of installation, service and maintenance of electricity generators and plumbing systems. **30%**

Brings hand tools, supplies and materials to the job site and acts as a facilitator for the actual work to be done, by ensuring that surfaces are clean, appliances are accessible and work area is safe and is restored after each task. Incumbent will load and unload appliances to and from the work site respectively. S/he will also ensure the set-up of meetings and functions venues and provide the back-up support needed. **25%**

In carrying out all these duties incumbent will be expected to exercise good judgment and appropriate skill.

Incumbent shall also act as an escort for Contractors that will be called in to work at the Mission complex. S/he shall also perform any other duties as required. **10%**

QUALIFICATIONS:

- A. Education:** Completion of Elementary School.
- B. Experience:** 2 years of gardening experience and 1 year experience of minor electricians repair work.
- C. Language Proficiency:** Level II- a working knowledge of English and Shona/Ndebele.
- D. Knowledge, Skills and Abilities:** Good communication skills. Communication is mainly with work colleagues at the Mission and sometimes with outsiders (Electrical Contractors, Painters, Plumbers and Carpenters) when installations and repairs are being undertaken. Incumbent will be required to escort these contractors so as to ensure security.
Must be honest and hardworking and have the ability to grasp new work requirements and carry out duties in an orderly and efficient manner, seeking guidance from the Facility Maintenance Supervisor when needed.

Scoring of the selection criterion detailed above will be done through an oral interview.

TO APPLY:

Interested applicants must address all the above qualifications in their application. An application should be addressed to the Human Resources Office and include:

1. An application letter, detailing how the applicant meets the above qualifications. Please type in the letter your response to each item, e.g. Education, and state how you meet the requirement. Failure to do this will result in you not being shortlisted. Your letter must address each of the qualifications listed above.
2. A current resume relevant to the position (no more than 2 pages)
3. Any other documentation that addresses the qualification requirements of the position listed above.

SELECTION PROCESS:

After an initial application screening, the best qualified applicants may be invited to a testing process, which includes an oral interview.

The final phase of the selection process is the probationary period of one year. Medical and security clearances are also required before employment can begin.

Please note: only short listed candidates will be contacted with the results of the final selection. If you do not hear back from us by August 31, 2015 you were not shortlisted. Due to the great number of applications received, we are not able to contact each applicant.

PLEASE FOLLOW THESE INSTRUCTIONS FOR SUBMISSION:

Both email and hand delivered applications are accepted. Please submit email applications via email to: zimrecruit@usaid.gov.

Please note: Applications should not be more than 1mb in size if emailed.

Applications can also be hand delivered or by courier to:

USAID/Zimbabwe
EXO/HR
No 1. Pascoe Avenue
Belgravia
Harare

OR

Sent via the postal service to:

USAID/Zimbabwe
EXO/HR
P.O. Box 6988
Harare

Please indicate Reference: **15-09 Janitor/Trades Helper** in the subject line of the application email and in the subject line of your application letter.

Applicants who fail to follow all the application requirements stated above will not be short listed.

Applications should be received no later than **1700 hours (local time), July 31, 2015.**

For any queries, contact the HR Office on 252420 Ext. 235 or 256.

Issued by:
Executive Office

Robert Appiah
Supervisory Executive Officer