



USAID | SOUTHERN AFRICA

Reference No.: 674-14-1039

Position/Salary Range: Facilities Maintenance Mngmt Assistant (Multiple positions)
FSN-07: R170,051.00 – R238,064.00 (Full performance level)
FSN-06: R136,100.00 - R190,539.00 (Trainee level)
Additional benefits include miscellaneous allowance, meal allowance, medical and pension fund subsidy and housing and dependents' education assistance subject to qualification.

Open To: All South African citizens and permanent residents with valid work permits at the time of application.

Location: USAID/Southern Africa
Regional Executive Office (REXO)
Pretoria, South Africa

Opening: September 11, 2014

Closing: September 26, 2014

Work Hours: Full-Time; 40 hours/week

USAID/Southern Africa, an equal opportunity employer, seeks applicants for the above positions.

Completion of a Matric (Grade 12) and English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. Interested applicants who do not meet this qualification SHOULD NOT apply as their applications will not be considered.

Basic Function of Position:

The Facilities Management Assistant position is established to provide assistance to the Supervisor and Facilities Manager in performing the full range of facilities management functions to the USAID/Southern Africa new office building (NOB), located in Pretoria, South Africa. The Assistant performs the full range of facilities assistance tasks for the new four-story building and associated parking garage, to include mechanical, safety, security (to implement RSO needs, recommendations, and requirements), environmental, and other requirements as they present themselves.

As Facilities Management Assistant, the Job Holder will supervise and perform maintenance, custodial, space reconfiguration, and other functions typical of the assignment. NB: The NOB will serve as home for several USG agencies in addition to USAID, with USAID/Southern Africa serving as the Alternate Service Provider.

Major Duties and Responsibilities:

a. Facilities Management

The Assistant helps with the day-to-day operations of the NOB and assures that all mechanical systems are functioning in an effective and efficient manner. The Assistant provides on-site

supervision of all NOB-related maintenance contracts. The Assistant forwards all re-configuration requests to the Facilities Manager and EXO to determine if changes are within the capability of the staff to complete internally. The Assistant approves and makes minor changes within delegated authority, or works through the Facilities Supervisor and the Facilities Manager to gain approval for major changes.

The Assistant assures NOB procedures and systems for all facilities management and office services operations are consistent with current Mission practices and Mission Orders; the Assistant provides on-site supervision for all NOB-related facilities related contracts, including but not limited to, electrical, sanitation, plumbing, waste disposal, garden, air-conditioning, and pest control.

The Assistant suggests new systems and/or approaches to the Supervisor that may lead to improved service delivery, and provides staff members with training on new systems.

The Assistant will also provide timely response to any deficiencies identified by building occupants on quality of maintenance service as well as respond to the annual ICASS survey results on building maintenance.

The Assistant helps with the general operation and maintenance of USAID Southern Africa NOB. The Assistant ensures that all offices are in a good/clean condition and are also prepared for the arrival of new employees and TDY personnel. The Assistant collaborates with the Data Management Division and Office Services in setting up computer stations and providing adequate office supplies for new employees and TDY personnel. The Assistant helps Office Support Services (OSS) staff with preparing offices and conference rooms for meetings, training, wall hangings, etc.

The Assistant will be required to perform minor maintenance tasks as assigned by the Supervisor and Facilities Manager relating to plumbing, electrical, construction, painting and other facilities related functions.

The Assistant conducts scheduled facility inspections and informs the Supervisor and Facilities Manager in writing (e-mail) of any problems related to the facility that require immediate attention such as security doors, air conditioning and other equipment. The Assistant helps the Facilities Management Supervisor with contacting external contractors and ensures that contractors are escorted when necessary and inspects their work to verify that work is done to a satisfactory standard. The Assistant maintains a log book of service, maintenance or construction activities performed at the USAID office building including times and locations

b. Safety, Health, and Security

The Assistant assures that the NOB complies with all USG, Mission and Post Occupational Safety, Health, and Security program requirements, in coordination with the Facilities Supervisor and Facilities Manager; assures the physical and technical security of the NOB also exercises vigilance by personal observation and conducting "walk arounds" of the building and its grounds; to assure the health of occupants, the Assistant assures that all pesticides and cleaning materials used in the NOB are applied in compliance with industry standards and with USG Occupational Safety and Health Act (OSHA) policies.

c. Performs other duties as assigned or required.

Required Qualifications at the Full Performance Level:

Education:

Completion of Matric (Grade12) is required. Post Matric studies/qualification in one or two trades or building management or administration is desirable.

Prior Work Experience:

At least four years of progressively responsible experience in building maintenance or administration areas or related work, particularly as it relates to oversight of significant and major office structures and the provision of a habitable, safe, and secure workplaces. Prior experience with the USG or USAID is preferred but not required.

Language Proficiency:

English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. Level IV knowledge of one local language is desired, in order to communicate with janitors/janitresses, gardeners, occasional laborers, etc.

Knowledge:

The Assistant must have a working knowledge, or the potential to quickly gain such knowledge, of USG, USAID, and South African building codes, facilities maintenance and occupancy regulations, policies, and practices, and other administrative procedures, regulations, and requirements sufficient to provide administrative and technical (when required) supervision of subordinate personnel.

Skills and Abilities:

Excellent managerial, analytical, and interpersonal skills, tact, and diplomacy are required. The Assistant should also have a personality that inspires confidence in FSN employees and permits the maintenance of effective working relationships with employees, supervisors and admin staff of other agencies. The following are required: ability to forecast needs for resources, and to plan and assess problems and develop realistic solutions; ability to train subordinate personnel, and to tactfully and efficiently work with American officers and FSN personnel of several agencies in order to provide excellent facilities support services; ability to create and maintain a good working climate in order to ensure maximum productivity in a service-oriented fashion; and, the ability to communicate effectively with Embassy and ICAAS administrative personnel, and host-country government and business officials, on USAID facilities operations.

Evaluation Criteria and Weights:

1. Education/Weighted 5% based on initial application review;
2. English Language Skills/Weighted 20% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 25% based on application review and interview;
4. Knowledge/Weighted 20% based on written assessment and interview; and
5. Skills and Abilities/Weighted 30% based on written assessment and interview.

How the selection will be made:

The successful candidate will be selected based upon the following:

1. A preliminary review of the applicant's submitted package (which includes the Cover Letter and CV) to establish that minimum educational and English writing fluency requirements are met.
 2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
 3. A personal or telephone/DVC interview.
 4. Reference checks.
- USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
 - The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and

interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

- Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for ranking.
- Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.
- As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

USAID/SA reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Applicability:

This position is open to all South African citizens and **permanent residents with valid work permits** at the time of application. USAID/SA management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful applications. Current USG employees on probationary status (i.e., within their first year of employment) are not eligible to apply.

Compensation:

The Facilities Management Assistant will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

For an application package to be considered complete, please follow the following instructions and submit your application through one of the channels mentioned below:

1. Ensure that your application is accompanied by a **cover letter**,
2. Include a CV of no more than **4 pages**, and
3. Ensure that all communications (including your Cover Letter) includes the Announcement Reference # and the Title of the Position(s) for which you are applying.

Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.

1. P-Net Website:

www.pnet.co.za

Please note that you will be required to register on the site first before you can upload your application material and/or CV to be considered.

OR

2. E-mail:

jobapplications@usaid.gov

jobapplications(at)usaid.gov

Point of Contact:

Penny Mamabolo, Telephone: (012) 452-2058 or

Lydia Mosaka, Telephone (012) 452-2055

Only short-listed candidates will be acknowledged.

Closing date for this position: September 26, 2014 (Close of Business).

The U.S. Mission in South Africa provides 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 United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.

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.