



USAID | SOUTHERN AFRICA

Reference No.: 674-14-1042

Position/Salary Range: Facilities Maintenance Laborer
FSN-03: R84,826.00 – R118,750.00 (Full performance 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 currently employed by the USG.

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

Opening: October 23, 2014

Closing: November 6, 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 III 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 USAID/Southern Africa Regional Executive Office (REXO) provides the following support functions: Human Resource Management (USDH, FSN, US and TCN PSCs), Data Management office, Procurement, General Services, Property Management (both NXP and EXP), Communications and Records (C&R), Travel and Facilities Management services to the bilateral Mission and Southern Africa client Missions, as appropriate.

Under the supervision of the Facilities Management Assistant (FMA), the incumbent is responsible for all general facilities tasks, service and maintenance activities for the USAID office buildings. S/He will also serve as a backstop for the C&R Clerk and will from time to time provide assistance to other EXO staff in the completion of physically laborious tasks.

Major Duties and Responsibilities:

Under the supervision and guidance of the Facilities Management Assistant and in conjunction with Maintenance Management and C&R Laborer duties, the incumbent is responsible for, but not limited to, the following duties:

- Escorts outside contractors in and around the USAID offices;
- Collects waste paper and provides assistance with paper shredding;
- Assists with the moving of office furniture;

- Provides general assistance to the Facilities Management Assistant;
- Acts as a general laborer for the USAID offices;
- Provides assistance to janitorial staff when required;
- Prepares boardrooms and public spaces inside the USAID offices for functions/meetings;
- Does lower level electrical maintenance- changing of light bulbs, minor repairs of electrical leads and plugs and minor appliance maintenance;
- Reports facilities related faults and maintenance issues to the appropriate vendors; and
- Collects the USAID pouch from the Embassy when C&R staff is not available.

c. Performs other duties as assigned or required.

Required Qualifications at the Full Performance Level:

Education:

Completion of High School (Matric) or equivalent; and a valid code 08 driver's license.

Prior Work Experience:

At least three years of progressively general laborwork with oversight responsibilities, at least 1 year of driving experience is required.

Language Proficiency:

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

Knowledge:

The Incumbent must have a working thorough knowledge of office building layout.

Skills and Abilities:

The incumbent must have:

- Demonstrated electrical training and/or experience;
- Demonstrated skills in recordkeeping and storekeeping;
- Demonstrated mechanical and electrical skills/experience;
- Demonstrated knowledge and/or experience in Microsoft office 1997 and/or higher and internet communications/experience.

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 currently employed by the USG. 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 Maintenance Laborer 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. E-mail:
jobapplications@usaid.gov
jobapplications(at)usaid.gov

Point of Contact:

Penny Mamabolo, Telephone: (012) 452-2058 or
Paula Vernon, Telephone (012) 452-2028
Theresa Owusu, Telephone (012) 452-2358

Only short-listed candidates will be acknowledged.

Closing date for this position: November 6, 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.