



VACANCY ANNOUNCEMENT

FY18-50

Issued by the JAS Human Resources Office - Tri-Missions, Brussels

The General Services Office of the U.S. Embassy in Brussels is seeking eligible and qualified applicants for the position of

SUPPLY CLERK

to work in the warehouse located in Zaventem

- Open to:** All Interested Candidates / All Sources
[Click here](#) to see the list of definitions
- Position:** Supply Clerk, FSN-4/FP-AA
- Opening Date:** March 9, 2018
- Closing Date:** March 25, 2018
- Work Hours:** Full-time
- Salary Range:** Ordinarily resident (OR): FSN-4 - EURO 2,402 – 3,602 gross/month
Non-ordinarily residents (EFMs) (FP-AA): USD 25,871 – 29,118 gross/p.a.

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

MAIN DUTIES AND RESPONSIBILITIES

Job holder supervises all activities inside the warehouse and is responsible for all outgoing and incoming items/goods from residences and offices. Controls access to the warehouse during office hours and double-checks the contents of warehouse vehicles.

Checks all items upon arrival and reports discrepancies to storekeeper. Keeps detailed records of the above and verifies info with database.

Prepares requisitions for delivery and pick-up by warehouse crew and assists with handling furniture and other items during inspections.

Opens, sorts, and inspects items being received, identifying discrepancies and problems of quality. Moves items from receiving point to main storage floor. Sorts and prepares items for delivery in accordance with policy and directives of superiors, using judgment to maintain the integrity of furniture sets and remaining stock. Maintains warehouse and stock in clean and neat condition. Assigns final destination in the warehouse of all in and outgoing items.

Performs delivery services for VIP visits.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Lower secondary school diploma.
- 2. EXPERIENCE:** Minimum two years of experience as a warehouseman.
- 3. LANGUAGE:** Speaking, reading, and writing: good working knowledge (level III) in French and Dutch, and a working knowledge (level II) in English.
- 4. SKILLS AND ABILITIES:** Basic knowledge of Microsoft Office and use of database, and ability to understand and prepare standard forms required for delivery and receiving of goods. Knowledge of operation of forklift, hand trucks, mechanical and electric floor, elevator, copier, closed circuit TV system for physical security.
- 5. JOB KNOWLEDGE:** Ability to lift items up to 30 kg in a manner safe to self, to others, and to goods themselves. Good health and strength required. Must be in possession of a driver's license B. Ability to work harmoniously and well with rest of warehouse crew.

SELECTION PROCESS

When qualified, applicants who are U.S. citizen Eligible Family Members (USEFMs) are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Hiring Preference Order:

- (1) U.S. Citizen Eligible Family Member (AEFM) who is also a preference-eligible U.S. Veteran
- (2) U.S. Citizen Eligible Family Member (AEFM)
- (3) Foreign Service Officer on Leave Without Pay

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Sensitive but Unclassified (SBU) security clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

PREFERRED OPTION:

Form DS-174 – Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member - can be downloaded from the website; **or**

TO BE USED ONLY IF FORM DS-174 IS NOT ACCESSIBLE

A current resume or curriculum vitae (CV) with the dates of employment (month/year of start and end dates), work schedule (including average hours per week for part-time or intermittent work), and detailed descriptions of duties, responsibilities, and accomplishments for each prior position; or 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**

A combination of both; i.e. Sections 1 -24 of the Form DS-174 along with a current resume or CV;

PLEASE BE AWARE THAT YOU MAY BE ASKED TO COMPLETE THE DS-174 AT ANY STAGE DURING THE HIRING PROCESS.

PLUS

Eligible Family Member candidates who claim US Veterans preference must submit written documentation confirming eligibility (e.g. Member Copy 4 of form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Family members may apply for vacant positions 90 days prior to their arrival at post (counting from the closing date of the vacancy) provided that they are in possession of travel orders. A copy of the travel orders must be included in the application package.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above must be included in the application package.

WHERE TO APPLY:

<https://be.usembassy.gov/embassy/jobs>

CLOSING DATE OF THIS POSITION: MARCH 25, 2018

The three U.S. Missions in Belgium provide 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 (EEO) 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.