

U.S. Mission, Lilongwe

Announcement Number: LILONGWE-019-064

Position Title: Inventory Clerk

Opening Period: July 10, 2019 – July 23, 2019

Series: FSN- 805

For More Info: Human Resources Office
E-mail Address: HRLilongwe@state.gov

Who May Apply: All Interested Applicants / All Sources

Grade: For USEFM, Grade is - FP 9. Actual FP salary will be determined by Washington D.C.

For Locally Employed Staff (including Malawians) – Grade is FSN 5. Starting annual salary is \$ 10,414.00 but the actual FSN salary will be determined by the Management Officer.

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period.

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply. Please follow this link; <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Malawi is seeking eligible and qualified applicants for the position of Inventory Clerk.

The work schedule for this position is Full Time: 40 hours a week.

Start date: Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: This position is located in the Warehouse, General Service office, Management section, US Embassy Lilongwe. The primary purpose of the position is the day to day running of the warehouse non-expendable supplies. Ensures proper storage, inventory, issue and turn-in, of NXP and keeping proper and accurate records of all stores. The position supervises one Inventory Assistant.

Qualifications and Evaluations:

EDUCATION: Completion of Secondary school plus vocational or technical training in supply field. Must have valid driver's license.

EXPERIENCE: One to two years of related clerical experience some of which desirably have been concerned with supplies.

JOB KNOWLEDGE: Must have a working knowledge of USAID and DOS supply procedures and instructions. Must be able to recognize and name items by sight and from oral description.

LANGUAGE: Level III English and Level III Chichewa.

SKILLS AND ABILITIES: Must be able to physically perform moderately heavy work. Must be able to supervise one Inventory Assistant and a team of warehousemen in loading, unloading and moving NXP. Ability to drive and use materials handling equipment to include warehouse forklift, to store issue, and dispose of NXP. Must be customer oriented.

Note: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission, Lilongwe, 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.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant.

The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Considerations.pdf>

How to Apply:

Applications must be submitted through the Electronic Recruitment Application (ERA) available on this link; <https://erajobs.state.gov/dos-era/mwi/vacancysearch/searchVacancies.hms>

Interested applicants are supposed to contact HR Office for any assistance on how to submit the application on ERA.

We recommend that you use google chrome when accessing this Vacancy Announcement.

Required Documents: Please upload the required documentation listed below in the ERA:

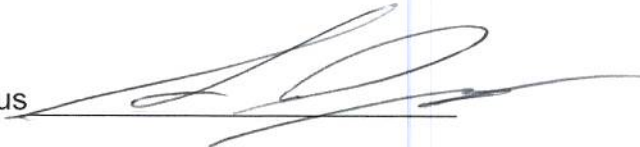
- Copy of academic qualification
- Valid driving license
- Updated CV
- Residency and/or Work Permit (for non-Malawians).

What to Expect Next: Only short-listed applicants will be contacted via email or phone.

The complete position description listing all of the duties, responsibilities, required qualifications, etc. has been uploaded on the ERA.

Thank you for your application and your interest in working at the U.S. Mission in Malawi.

Cleared: AMO: SBDargus

A handwritten signature in black ink, appearing to be 'SBDargus', written over a horizontal line.