



## UNITED STATES EMBASSY OTTAWA

### LABORER - POOL POSITIONS

**OPEN TO:** All Interested Candidates / All Sources

**POSITION:** Laborer **Grade:** FSN-2

**OPENING DATE:** Monday, May 16, 2016

**CLOSING DATE:** Tuesday, May 31, 2016

**WORK HOURS:** Intermittent work schedule

**SALARY:** Ordinarily Residents - FSN-2, 16.87 CAD per hour

**LENGTH OF HIRE:** Short-term employment for 30 work days until September 30, 2016

**The U.S. Embassy in OTTAWA is seeking individuals for short-term employment (PSA-Ltd) for the position of Laborer in the Facility Management.**

#### BASIC FUNCTION OF POSITION

Performs various kinds of unskilled manual labor and assists skilled tradesmen in the performance of their duties. Moves materials from one location to another as needed. Performs routine gardening functions, such as lawn mowing. Removes refuse and debris from work areas and cleans grounds and facilities as required. May be detailed to any section that has need of labor assistance.

#### QUALIFICATIONS REQUIRED

- 1. Education:** Completion of secondary school.
- 2. Experience:** Minimum of three months of laborer experience.
- 3. Language:** Level III (Good Working Knowledge) speaking/writing/reading English.
- 4. Knowledge:** Average knowledge on how to perform routine maintenance and gardening tasks.
- 5. Skills and Abilities:** Ability to perform arduous physical labor and use common tools.
- 6. Interpersonal Skills:** Ability to communicate with all levels of personnel in a professional and courteous manner.

#### ADDITIONAL SELECTION CRITERIA

For employment under a PSA-Ltd, an individual must meet these requirements:

- A. A non-US Citizen without a US permanent resident alien (green card) status, or US Citizenship as a dual national; and
- B. Eligible for legal employment in the host country (which may require having a work permit, residency permit, or both); and
- C. Not a current USG direct-hire or contract employee (PSA/PSC), nor providing services through a GSO non-personal services procurement contract, and  
and
- D. Selected on the basis of education, experience, and suitability for the work to be performed.

### **TO APPLY**

Applicants must submit the following documents to be considered:

1. A cover letter and resume addressing each of the six required qualifications detailed in the job announcement by identifying them and addressing how the applicant meets each of the qualifications.
2. Proof of eligibility to work in Canada (e.g., copy of passport, birth certificate, permanent residency card, etc.).

**EMAIL APPLICATION TO:** Ottawahr@state.gov and Reference Job Announcement number.

**POINT OF CONTACT:** Lola Maksumova, phone: (613) 688-5482

### **CLOSING DATE FOR THIS POSITION: TUESDAY, MAY 30, 2016**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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. The Department of State also strives to achieve equal employment opportunity 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.