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| **November 5, 2008[Change the date and the Number before printing]** | **Number: 57/08** |

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| **Subject:** | **Job Vacancy (Mason/Painter**) |
| **Distribution:** | **ALL FSNs – All Agencies** |

**OPEN TO:** All FSNs

**POSITION:** Mason/Painter

**OPENING DATE:** November 5, 2008

**CLOSING DATE:** November 19, 2008

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** FSN-05 (Full Performance Level) US$ 6,979 per annum plus

$1,500 allowances

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

The U.S. Embassy, Sana’a is seeking individual for the position of Mason/Painter in the Facilities Maintenance Section.

**BASIC FUNCTION OF POSITION**

Employee in this job participate in the construction, maintenance, and repair of brick, cement, stone, and plaster for buildings, sidewalks, roads, or other structures.

**Major Duties and Responsibilities:**

1 - Constructs, repairs or demolishes concrete bases, walls, floors, chimneys, sidewalks, and roadways by using electric rotary hammers, air hammers, masonry saws, and other hand and power tools of the trade.

2 -Installs, repairs, and replaces ceilings, tiles, floor tiles, and exterior roofing.

3 -Prepares surface with hand and power sanders and buffers before spreading paste on surface.

4 - Sets tile floors and walls after spreading surface with materials such as cement grout and paste; uses terrazzo machines for the application and polishing of terrazzo.

5 - Lays cement bricks and blocks for interior and exterior walls.

Installs, finishes, and patches holes in drywall.

6 - Prepares and mixes materials for the work according to specifications, such as mortar,

7 - paste, cement, and slacking lime, using hand and power mixers.

Estimates time and materials.

8 - Applies first coat or finish coat of plaster using plastering devices such as trawls, also patches plaster breaks and cracks.

9 - Maintains equipment and tools used, such as mortar mixers, masonry saws, tuck pointers, grinders and electric hammers.

10- May perform masonry restoration and reproduction work on historic buildings.

11 - May perform various kinds of carpentry work.

12 - May assist in the training of lower-level Mason-Plasterers and others.

13 - Performs related work as assigned.

### 15. Qualifications Required for Effective Performance

A. Education:

Completing of elementary school

B. Prior Work Experience:

At least five years of experience in the field of masonry and painting.

C. Post Entry Training**:**

N/A

1. Language Proficiency **:**

Level II (Limited knowledge) English; Fleunt in Arabic

1. Job Knowledge:

Knowledge of all elements of masonry work.

Knowledge of blueprint reading, specifications, building codes, trades manuals, and other building trades.

1. Skills and Abilities:

Computer skills and use of masonry/paintin tools.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. The candidate must be able to obtain and hold a normal security clearance.

**TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

# 1. Application for U.S. Federal Employment (SF-171 or OF-612); or

2. A current resume or curriculum vitae that provides the same information as an OF-612; plus

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office (or Admin Office)

P.O.Box 22347

Sanaa - Yemen

E-mail address: [hrosanaa@state.gov](mailto:hrosanaa@state.gov)

**DEFINITIONS**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

**CLOSING DATE FOR THIS POSITION: November 19, 2008**

#### The US Mission in the Republic of Yemen 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.

Drafted: HR: SIstrola

Cleared: IMO: NRodriguez

Approved: MO: PBlankenship