

JOB ANNOUNCEMENT

The U.S. Embassy, in Gaborone is seeking eligible and qualified applicants for the following position:

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. WAREHOUSEMAN; FSN-2/FP-CC; N16/23 (P50,076 p.a. Starting salary per year + benefits) based in Gaborone.

BASIC FUNCTION OF POSITION

Incumbent works independently and as part of the supply and warehouse team to serve customers with lifting, carrying, and moving light to extremely heavy objects from place to place; is actively involved in the make-readies of residences as well as the preparation and delivery of hospitality kits. Incumbent is an integral component of Embassy efforts to ensure that United State Government (USG) property is received, issued, inventoried, and disposed according to USG regulations. Incumbent must have a valid driver's license and will regularly drive forklifts, cars, and heavy duty trucks.

QUALIFICATIONS REQUIRED

- 1. EDUCATION:** Completion of secondary school required.
- 2. EXPERIENCE:** Two years minimum of warehouse or similar manual labor experience required.
- 3. LANGUAGE:** Level III (professional working proficiency) in English and Setswana is required. **(This will be tested.)**
- 4. SKILLS AND ABILITIES:** Must be able to perform strenuous physical work, have a valid local driver's license **Class B** with a clean driving history and some basic computer skills. **(This will be tested.)**
- 5. JOB KNOWLEDGE:** Knowledge of a variety of materials handling equipment (hand tools and vehicles).

TO APPLY:

The HR Office uses [PNET](#), a commercial internet recruitment site, to advertise its positions. At this site you will find a list of U.S. Embassy's vacant positions and instructions on how to log on and apply. Candidates interested in applying for these positions must apply via the [PNET website at \[www.pnet.co.za\]\(http://www.pnet.co.za\)](#) and follow the application instructions to submit an application.

For best results the HR Office recommends the use of the internet web browser Google Chrome.

N.B. CANDIDATES NOT INVITED FOR INTERVIEWS, WILL NOT RECEIVE REJECTION LETTERS. ANY CANDIDATE NOT CONTACTED FOR AN INTERVIEW WITHIN ONE MONTH OF THE CLOSING DATE SHOULD ASSUME THAT THE POSITION HAS BEEN FILLED.

Closing date: July 16, 2016