



**Position Title:** GSO Housing Assistant (3 POSTS)

All Interested Candidates

**Announcement Number:** Dar es Salaam-2022-061

**Hiring Agency:** Embassy Dar Es Salaam

**Open Period:** 08/18/2022 - 09/01/2022

**Vacancy Time Zone:** GMT+3

**Series/Grade:** LE - 0820 7

**Salary:** TZS TSh29,568,947

**Work Schedule:** Full-time - 40 Hours per week

**Promotion Potential:** LE-7

**Duty Location(s):** 3 Vacancy in Dar Es Salaam, TZ

**Summary:**

The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Housing Assistant in the General Service Office Section.

**Duties**

**Major Duties and Responsibilities:**

**Make Ready (40%)**Manages the preparation of properties between occupants (make-ready) from start to finish and ensures homes are clean, safe, and ready when the occupant arrives. Identifies upcoming properties that will undergo a make-ready and notifies Embassy service providers (Facilities, Residential Security, POSHO, Property, etc.) and landlord at least 30 days

in advance. Reviews properties after pack-out and establishes a make-ready scope of work. Sets a make-ready schedule in conjunction with Embassy service providers and landlords and coordinates all make ready activities. Monitors progress and anticipates potential delays, ensuring that deadlines are met. Provides quality control of make-ready repairs through frequent inspections. Ensures that properties are ready for assigned residents arrive at post.

### **Maintenance and Repair (40%)**

- Resolves all M&R requests in their portfolio within 1 day for emergencies and 1 week for non-emergencies.
- Serves as the primary POC for M&R between the landlord and the Embassy. Submits repair requests to landlord and schedules repairs. Coordinates access with residents and landlord's repair personnel and submits security access requests. Ensures that repairs are completed by the deadline. Reviews repairs for quality assurance and helps communicate quality standards to the landlord and their repairmen.
- Keeps customer updated at every step of the process. Updates work order application (MyServices) throughout the repair and confirms completion with the customer before closing ticket.
- Monitors the performance of the housing services contractors in their portfolio for residential gardening, pool maintenance cleaning, trash collection and curtain contracts. Submits purchase request for these services at least 1 week in advance of requirement and ensures they are fully approved before authorizing vendor service.
- Communicates with the vendor to secure proforma invoices and inform them of start work orders; confirms services receipt and assists with invoice payments.
- Coordinates with utility companies and suppliers. Resolves utility work within deadlines by coordinating corrective action with FM, landlords, and the utilities company. Drafts and delivers correspondence to utility providers.
- Transfers utility accounts for new leases to the U.S. Embassy. Coordinates the repair of broken meters, leaking mainlines, downed powerlines, or other utility infrastructure. Coordinates inspection, repair, and refueling of residential generators in coordination with the Facilities residential generator technician.

### **Leasing (10%)**

- Responsible from start-to-finish for identifying and leasing new residences and adding them to the housing pool. Locates properties for leasing in compliance with Post's approved housing profile. Conducts initial negotiations with potential landlords and recommends prime properties to the Housing GSO. Assists in all stages of the formal lease negotiation and provides guidance on local regulations, practices, and conditions. Submits needed waivers (lease waiver to the Bureau of Overseas Building Operations (OBO)). Maintains all lease files and keeps documents up to date.
- Establishes and maintains relationships with landlords and serves as the primary POC between the Embassy and landlord. Translates landlord correspondence as needed.

Recommends to the Housing GSO when to renegotiate or terminate a lease based on market conditions.

- Notifies budget and fiscal office of due dates for lease payments and resolves any payment disputes.
- Tracks land rent payments for any U.S. Government-owned properties, including tracking amounts, due dates, and initiating payment. Serves as POC on any land rent issue with Government of Tanzania.

### **Special Projects (10%)**

Completes special projects as assigned. Other related duties as assigned.

### **Qualifications and Evaluations**

#### **Requirements:**

**EXPERIENCE:** Three years of progressive experience in property management, leasing, real estate, or facilities maintenance is required.

#### **Education Requirements:**

2-year University Studies is required.

#### **Evaluations:**

**LANGUAGE:** Good Working Knowledge (speaking/reading/writing) in English is required. Good Working Knowledge (speaking/reading/writing) in Kiswahili is required.

**SKILLS AND ABILITIES:** Class Band D Driver's license is required.

#### **Required Documents:**

In order to qualify based on education, you **MUST** submit the requested diploma and / or transcripts as verification of educational requirement by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.

- Proof of Citizenship (National Identification Card-NIDA, Passport Voters Card)
- Residency and/or Work Permit
- CV
- Certification
- University Degree
- University Transcripts
- Driver's License
- Other Document
- Other Document 2

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