



**Position Title: Warehouse Worker (All Interested Candidates)**

**Announcement Number:** DaresSalaam-2024-013

**Hiring Agency:** Embassy Dar Es Salaam

**Open Period:** 03/04/2024 - 03/18/2024 Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+3

**Series/Grade:** LE - 0805 2

**Salary:** TZS TSh14,032,825 /Per Year

**Work Schedule:** Full-time - 40HRS PER WEEK

**Promotion Potential:** LE-2

**Duty Location(s):** 1 Vacancy in Dar Es Salaam, TZ

**Telework Eligible:** No

**For More Info:**

HR Section  
255-22-229 4148  
[usembdarhiring@groups.state.gov](mailto:usembdarhiring@groups.state.gov)

**Overview**

**Hiring Path:** • Open to the public

**Who May Apply/Clarification From the Agency:** All Interested Applicants / All Sources

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type** Permanent

**Appointment Type Details:** 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.

**Summary:**

The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Warehouse Worker in the General Services Section.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

**Travel Required:** Occasional Travel

**Duties**

Under the direct supervision of the Warehouse Foreman the incumbent works with the labor crew performing various kinds of unskilled manual work and skilled manual supply duties at the Embassy warehouse, offices, residences, and other locations as needed.

Major Duties & Responsibilities:

**1. Warehouse and property moves - 30%**

Carries out work orders for embassy clients, assists in packing and transporting picked items from inventory to new locations. Unpacks and sets up assets in new location in coordination with client.

**2. Moves incoming supplies to proper storage areas - 30%**

Using hand trucks and other material handling equipment. Maintains safe and clean work environment by keeping shelves, pallet area, and receiving area neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.

**3. Arrangement of conferences as per e-services - 20%**

Arranges tables, chairs, as well as other requests by the client.

**4. Assists in arranging for representational and community events - 20%**

Arranges tables, chairs, as well as other requests by the client.

5. Any other duties as may be assigned by the supervisor, including document shredding.

## **Qualifications and Evaluations**

### **Requirements:**

**EXPERIENCE:** One (1) year of warehouse experience or equivalent combination of warehouse and labor activities is required.

**JOB KNOWLEDGE:** Basic understanding of warehousing and inventory concepts, and proper lifting and moving procedures is required.

**Education Requirements:** Completion of elementary education (primary school) is required.

**Evaluations:** **LANGUAGE:** Level II (Limited Knowledge) Speaking/Reading/Writing English is required. Level III (Good Working Knowledge) Speaking/Reading/Writing Swahili is required. (This may be tested)

**SKILLS AND ABILITIES:** Must demonstrate good and active communication skill for interaction with supervisor and coworkers. Have good customer service and the "can do" ethic. Must be physically capable of lifting and moving heavy items, operating a hand truck, and forklift. Must have a valid class D driving license.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** 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.

### **DEIA Statement**

The US Mission to Dar es Salaam, Tanzania values a workforce of different backgrounds, cultures, and viewpoints. We strive to create a welcoming environment for all, and we invite applicants from diverse backgrounds to apply.

### **Qualifications:**

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

### **Benefits and Other Info**

#### **Benefits:**

**Agency Benefits:**

The U.S. Mission in Tanzania offers compensation package that may include health, separation, and other benefits.

**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"), Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months, 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](#).

**How to Apply:**

To apply for this position, applicants **MUST** apply electronically via ERA.

**Required Documents:**

To qualify based on education, you **MUST** submit the requested education certificates and transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in

disqualification for this position.

**All Applicants:**

- Elementary/Primary School Certificate
- Proof of Citizenship
- Work Permit
- Other Documents (if any)

**[APPLY HERE](#)**