

**POSITION VACANCY ANNOUNCEMENT #09/31
SHORT-TERM ASSIGNMENT**

OPEN TO: All Interested Candidates

POSITION TITLE: Information Resource Center Cataloger

OPENING DATE: Wednesday, November 4, 2009

CLOSING DATE: Wednesday, November 18, 2009

WORK HOURS: Flexible schedule

LEGTH OF HIRE: NTE 30 working days per year (Dec 2009 – Dec 2010)

POSITION GRADE: FSN-4/1

The U.S. Embassy Tashkent is seeking an individual to employ under temporary Personal Services Agreement (PSA Limited) for a period of maximum 30 work days in a year.

BASIC FUNCTIONS OF POSITION:

The incumbent will be called in on occasional basis for a maximum of 30 non-consecutive work days within a year to assist the Embassy Information Resource Centre in fulfilment of the following tasks:

- Systemize and catalog the newly arriving IRC books, CDs & DVDs using the *InfoCentre* library automation system;
- Print and put labels with the call numbers onto the books, CDs, DVDs;
- Shelf the newly cataloged titles;
- Do inventory of the entire IRC collection.

QUALIFICATIONS:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of secondary school is required;
- Minimum of three years of work experience in library and cataloging is required;
- Level III (good working knowledge) in both spoken and written English, Russian or Uzbek is required;
- Good working knowledge of Microsoft Office suite (MS Word, MS Excel, etc.).

ELIGIBILITY CRITERIA:

To be employed on a PSA-Ltd, an individual must meet these requirements:

- ✓ Be a non-U.S. citizen who does not hold either U.S. permanent resident alien (green card) status or U.S. citizenship (as a dual national);
- ✓ Be legally employable in Uzbekistan;
- ✓ Not currently be a USG direct-hire or contract employee (non-personal services or PSC/PSA);
- ✓ Candidate must meet all basic qualifications requirements and pass the English Language Test.

TO APPLY:

1. Interested applicants for this position must complete and submit their detailed Resumes with subject **IRC Cataloger** to:

U.S. Embassy Tashkent
Human Resources Office
3 Moyqorghon Street, 5th Block
Yunusobod District, 100093
Fax: 998-71-120-63-35
Phone: 998-71-120-54-50
Email: personnel@usembassy.uz

CLOSING DATE FOR THIS POSITION: November 18, 2009

The US Mission in Uzbekistan 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.