

VACANCY ANNOUNCEMENT

**HOW TO APPLY: SUBMIT AN APPLICATION FOR NONAPPROPRIATED EMPLOYMENT, OR IF CURRENT EMPLOYEE, SUBMIT AN AF 2550, NAF APPLICATION FOR PROMOTION OR OTHER POSITION CHANGE.
(THESE FORMS ARE AVAILABLE IN THE HRO OFFICE)**

**WHERE TO APPLY: NAF Human Resources Office
500 Fisher Street, Bldg 0701 (Sablich Center)
Keesler AFB, MS 39534-2223**

**Hours of Operation: Monday-Thursday, 7:00 p.m. to 5:00 p.m.
CWS Friday, 12:00 p.m. to 4:00 p.m.
(Closed every other Friday)**

**Phone# (228) 377-9055 – General Information Line
(228) 376-8282**

Fax# (228) 377-0715

**Employment information is available in our office during duty hours each day.
An application are also available at the Job Winn Centers, if you are unable to come in
during our operating hours.**

<u>POSITION</u>	<u>GRADE</u>	<u>CATEGORY</u>	<u>ACTIVITY</u>
Assistant Housekeeping Manager	NF-1101-III	Regular Hrs per week Salary: Position for posting to open continuous listing only	Lodging Housekeeping

QUALIFICATIONS: Experience demonstrating: Knowledge of management methods and techniques; ability delegate work; knowledge of lodging housekeeping operations and program management; ability to develop procedures which mesh the specific goals of the house- keeping program with the broad overall goals of the lodging operation; ability to work with other managers to coordinate respective programs; ability to analyze problems and make decision considering a wide range of factors and requirements. i.e., standards budgetary restrictions public and labor relations, EEO, etc.; ability to communicate effectively, justifying program goals and plans, and motivating employees; knowledge of applicable rules and regulations in areas such as budget, personnel, and labor relations, and ability to develop operating procedures implementing these requirements; knowledge of housekeeping methods and techniques, and equipment. Incumbent MUST be able to communicate orally and in writing. Position is a Position of Trust – satisfactorily complete a National Agency Check with Inquiries (NACI).

**TO BE CONSIDERED FOR THIS VACANCY, YOUR APPLICATION MUST BE IN THE HRO
OFFICE NO LATER THAN: 5 March 2010**

**KEESLER AIR FORCE BASE IS AN EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER**

DATE ISSUED: 26 February 2010