

ANNOUNCEMENT NUMBER: 12-046

OPEN TO: US Citizen Eligible Family Members (AEFMs),

POSITION: Computer Management Specialist/ IM Assistant, FSN-8/FP-6*

OPENING DATE: August 8, 2012

CLOSING DATE: August 22, 2012

WORK HOURS: Full Time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 44,737 p.a. (Starting salary)
(Position Grade: FP-06 to be confirmed by Washington)

SECURITY CLEARANCE: This position requires a Secret Level Clearance.

The U.S. Embassy in Luanda is seeking an American Citizen Eligible Family Member for the position of Computer Management Specialist/ IM Assistant in the Information Systems Center (ISC) of Embassy Luanda.

BASIC FUNCTION OF POSITION

Under the general direction of the Information Systems Officer (ISO), the incumbent is the computer management assistant responsible for the development and delivery of computer and software training, and assisting with overall systems and desktop function and support at U.S. Mission Luanda. Position is required to assist the Information Systems Officer (ISO) in the development of individual and section level training programs for Embassy personnel while performing other functions as directed by the Information Systems Officer (ISO). The training curriculum will be structured to provide both entry level and intermediate training on Microsoft and DoS approved software applications, computer security and desktop familiarization as needed, with WebPass for Human Resources, Financial Management, General Services Office, and Facilities Maintenance sections, along with SMART administration. The candidate will also perform the function of Help Desk Coordinator, first and second level desktop support. Candidate must also be cleared to work in classified access areas.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 641 161 or 222 641 284.

QUALIFICATIONS REQUIRED

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

1. **REQUIRED EDUCATION**: Minimum of two years of college studies or equivalent technical school training in Computer Science, Information Systems Management or related field is required.
2. **REQUIRED WORK EXPERIENCE**: Three years of progressively responsible work experience in computer applications software is required.
3. **REQUIRED LANGUAGES**: Level IV English is required.
4. **REQUIRED JOB KNOWLEDGE**: Incumbent must possess a working and teaching level knowledge of commercial computer applications, specifically, Microsoft applications Word, Excel, Outlook, Access and Windows XP Professional. Knowledge of industry security standards is also required.
5. **OTHER REQUIRED SKILLS/ABILITIES**: Good keyboarding skills are required. Excellent oral and written communication skills including presentation skills are required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612;
plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Administrative Officer
American Embassy Luanda
Attention: Maureen Yates
Av Presidente Houari Boumediene, No. 32, Luanda

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222641161
FAX: 222641232

AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- a) US citizen;
 - b) Spouse or dependent that is at least age 18;
 - c) Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - f) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
1. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
 2. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief

of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: AUGUST 22, 2012

The US Mission in Angola 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.

Maureen Yates
Human Resource Officer