

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 015-001**

**OPEN TO:** All Interested Candidates

**POSITION:** Systems Manager, FSN-09; FP-5\*

**OPENING DATE:** January 20, 2014

**CLOSING DATE:** February 3, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: USD 50,883 p.a. (Starting salary)  
(Position Grade: FP-5 to be confirmed by Washington)

\*Ordinarily Resident: USD 47,509 p.a. (Starting salary)  
(Position Grade: FSN-09)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Luanda is seeking an individual for the position of Systems Manager for the CDC Office in Luanda.

### **BASIC FUNCTION OF POSITION**

Under the general supervision of the CDC/Angola Director, the incumbent is responsible for Information Technology (IT) services management and support oversight at the CDC Angola Country Office. Job holder provides advice and guidance on IT management and support services, and develops plans for the maintenance and replacement of IT software and equipment as technology advances. Incumbent is responsible for the integrity and security of all IT equipment, software and data systems; monitors IT resources usage to ensure compliance with U.S. Government IT policies, reviews server system performance for management implications, ensures effective support services by contractors and assists in the formulation of IT operating budgets. Incumbent serves as the liaison between CDC Angola and counterparts at the CDC HQ IT Services Organization.

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

## **QUALIFICATIONS REQUIRED**

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

### **1. Required Education**

Completion of a University degree in in informatics or computer science is required.

### **2. Required Experience**

Three or more years of previous experience in a computer support environment or supervisory experience in IT management (hardware, software, LAN/WAN, internet is required.

### **3. Required Language**

Level III (strong working knowledge) English and Level IV (fluent) Portuguese are required.

### **4. Required Job Knowledge**

The incumbent must have a comprehensive knowledge of LAN design and support methodologies required. An in depth knowledge of personal computers is required. A strong understanding/working knowledge of peripherals and LAN hardware including server, switches, hubs, cabling, patch panels, wireless internet hardware and various other hardware required for the implementation of the LAN/WAN systems is necessary.

Knowledge in computer system management, system analysis and design techniques, computer operation management, hardware and software technology, expert knowledge of design techniques, automation policies, procedures and standards. Experience in a computer support environment. This should also include experience in planning, evaluating, recommendation, purchasing, installing and computer hardware and software configuration. Knowledge and experience in the implementation and administration of windows networks. Internet TCP/IP, switches, routers, exchange, windows server operating systems experience. Strong knowledge of windows 2000/XP. Excellent problem solving skills and ability and willingness to learn quickly. Highly self-motivated and ability to work without supervision. Excellent written and verbal communications skills. Knowledge of MS Office and at least one data analysis application (e.g. EpiInfo, STATA, SAS, or other application) is required. Basic knowledge of statistics is required.

### **5. Required Skills**

Ability to design secure networks and migration strategies are necessary. Must be able to manage a windows 2000 network environment and be able to implement and administer exchange 2000. Cisco training is necessary to function in position. A working knowledge

of network and operating system essentials are required. Ability to use basic knowledge of statistics with data sets and conduct simple data analysis is required (e.g. determine mean, mode, average, etc.).

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Officer  
American Embassy Luanda  
Attention: John Kresge  
Av Presidente Houari Boumediene, No. 32, Luanda  
Or e-mail: [HROLuanda@state.gov](mailto:HROLuanda@state.gov)

## **POINT OF CONTACT**

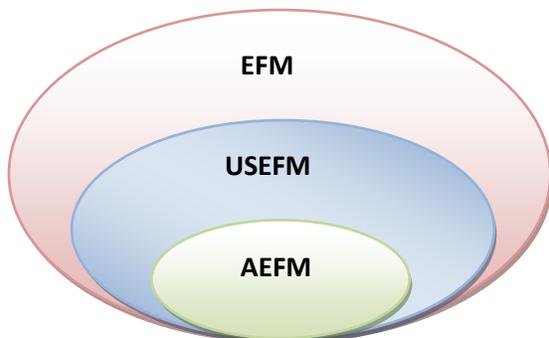
Human Resources Office  
Attention: Olga Campos  
Telephone: 222 641 161/284  
FAX: 222 641 232  
[HROLuanda@state.gov](mailto:HROLuanda@state.gov)

## **CLOSING DATE FOR THIS POSITION: February 3, 2015**

The U.S. Mission in Luanda 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.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References