



HUMAN RESOURCES NOTICE

U.S. Embassy, Buenos Aires

Vacancy Announcement No 06/11
April 14, 2011

OPEN TO:	ALL INTERESTED CANDIDATES
POSITION:	Computer Operator – FSN 6/FP 8
OPENING DATE:	April 14, 2011
CLOSING DATE:	April 28, 2011
WORK HOURS:	Full time; 40 hours/week.
SALARY:	Ordinarily resident: FSN-6 on the local compensation scale Not-ordinarily resident: FP-8

NOTE: ALL NOT-ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Buenos Aires is seeking a Computer Operator to work in the Information Management Office.

BASIC FUNCTION OF THE POSITION

Shares collateral duties supporting the Mission's Local Area Networks (LANs) consisting of a total of 20 servers and over 300 workstations and users. These include day-to-day operations such as opening and closing procedures, backups and systems applications. The responsibilities include the installation of computer equipment and software, the maintenance and repair of cabling and equipment, resolving questions and providing guidance to users. The position requires the ability to maintain accurate tracking of maintenance and software problems and correct inventories of all equipment. The incumbent installs and tests hardware and software connected to Windows LANs. Ensures the system is managed for optimal performance including proper use of disk space, files and users rights. Examines equipment connected to the LANs for proper operation and performs first line maintenance on system components.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion. *The job knowledge and skills / abilities detailed below are required for the full performance of the job.*

- Technical level training with emphasis on automatic data processing.
- Prior work experience: Two years as LAN Computer operator in a medium or larger IT environment (English speaking preferred)
- Level IV (fluent) Spanish and Level III (Good Working Knowledge) English are required (this will be tested)
- Job knowledge: Knowledge requirement in different operating techniques for a variety of computer application systems, as well as working knowledge of various types of computer and peripheral equipment.
- Skills and Abilities: Demonstrate aptitude for dealing with computer systems logic and documentation. Effective problem solving skills.

SELECTION CRITERIA

When equally qualified, U.S. Citizen Appointment 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. It is contrary to Mission policy to employ more than one local employee ("Foreign Service National" or "FSN") family member, or to employ a close relative of an FSN already employed.
2. Current employees serving a probationary period are not eligible to apply.



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3. Currently employed U.S. Citizen Eligible Family Members who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible 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. Universal Application of Employment (SF – 174); **or**
2. A current resume or curriculum vitae indicating education, experience, language level and knowledge according to requirements.
3. Candidates who claim U.S. Veterans preference must provide a copy of their 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 listed above.

SUBMIT APPLICATION TO

Human Resources Office
Av. Colombia 4300; or
fax to 5777-4201; or email
buenosaires-rrhh@state.gov

DEFINITIONS

1. Eligible Family Member (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 U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority who do not meet the definition of AEFM below.
2. Appointment Eligible Family Member (AEFM): A type of Eligible Family Member (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. U.S. citizen;
 - b. Spouse or dependent who 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 U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
 - d. Does not receive a U.S. Government annuity or pension based on a career in the U.S. Civil or Foreign services.
3. Member of Household (MOH): 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.
4. 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.
5. Not-Ordinarily-Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of Foreign Service, General Schedule, and uniformed service members who are eligible for employment under an American U.S. Government pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.



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CLOSING DATE FOR THIS POSITION: 04/28/2011

The U.S. Mission in Buenos Aires is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.
