



HUMAN RESOURCES NOTICE

U.S. Embassy, Buenos Aires

Vacancy Announcement No 15/13
July 15, 2013

OPEN TO:	All Interested Candidates
POSITION:	Computer Specialist – FSN 10/FP 4
OPENING DATE:	July 15, 2013
CLOSING DATE:	July 29, 2013
WORK HOURS:	Full time; 40 hours/week.
SALARY:	Ordinarily resident: FSN-10 on the local compensation scale Not-ordinarily resident: FP-4

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 Specialist to work in the Information Management Office.

BASIC FUNCTION OF THE POSITION

Post has two fully independent, complex, and relatively large (especially in ratio of equipment and users to current staffing levels) unclassified network environments: OpenNet and ODINet. The Mission Networks are divided into two major sub-systems- Network Systems and Client Systems. The incumbent is responsible for system engineering activities (i.e., analysis, design, development, modification and maintenance) associated with Client Systems across both networks.

The position is responsible for Network Security. The position is the main Communications network and Internet Projects leader.

Researcher. The incumbent provides expert technical advice, assistance and recommendations to ISM and IMO. The position has ISM back up responsibilities.

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.*

- B.A. Computer Sciences, Information Management Systems, or Business Systems.
- Level IV (fluent) Spanish and Level IV(Fluent) English are required (this will be tested)
- Prior work experience: five to six years of progressively responsible experience primarily of a technical systems nature, at least three of which should have been as a network engineer or analyst of large computer systems, two years of which should have been with English language networks and systems.
- Job knowledge: must have knowledge of network systems analysis, development, deployment and maintenance methodologies. Must have proven experience with LANs, WANs, and web-based networks, Microsoft Exchange 2008 and Server 2008, MS SQL Server and Windows XP Pro/Win 7 Operating Systems, and TCP/IP protocol.
- Skill and Abilities: well organized, able to diagnose problems, recommend solutions, and handle multiple complex projects simultaneously. Ability to direct and develop upgrade strategies for future needs. Able to draft well-crafted system and development reports, standard operating procedures, documents and diagrams.

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.



HUMAN RESOURCES NOTICE

U.S. Embassy, Buenos Aires

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.
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. AEFMs should have at least 1 year remaining at post to be eligible to apply.
5. 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.
6. 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 for Employment as a Locally Employed Staff or Family Member (DS – 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
or email
buenosaires-rrhh@state.gov

CLOSING DATE FOR THIS POSITION: 07/29/2013

The US 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs

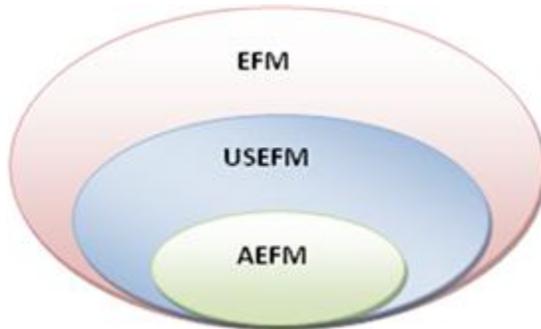
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



HUMAN RESOURCES NOTICE

U.S. Embassy, Buenos Aires

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](#).



HUMAN RESOURCES NOTICE

U.S. Embassy, Buenos Aires

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,



HUMAN RESOURCES NOTICE

U.S. Embassy, Buenos Aires

- 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