

VACANCY ANNOUNCEMENT TRI MISSIONS VIENNA

ANNOUNCEMENT NUMBER: 15-29A

OPEN TO: All Interested U.S. Citizen Candidates

POSITION, GRADE: Telecommunications Field Engineer, FSN-9/FP5 (step 1-4)

OPENING DATE: August 21, 2015

CLOSING DATE: September 4, 2015

WORK HOURS: Full-time

ALL NON-EU APPLICANTS, INCLUDING AMERICAN CITIZENS, MUST HAVE AND SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Tri Missions Vienna is seeking an individual for the position of Telecom Field Engineer with the Information Resource Management/Telephone Unit.

BASIC FUNCTION OF POSITION

The Telecommunications Engineer is responsible for the overall maintenance, installation, troubleshooting, upgrading, and documentation of the Tri-Missions Vienna telephone and radio systems to include all peripheral associated communications systems, as well as supervision of Telephone Technician staff. The incumbent is responsible for the communications with all vendors concerning installation, troubleshooting, billing dispute resolution and VIP support.

This is a sensitive position, requiring a **Secret** level security clearance.

QUALIFICATIONS REQUIRED

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

1. Education: Completion of B.S. or Austrian equivalent degree in telecommunications, or computer science is required.
2. Work Experience: Three to five years of experience in telephone work with a telephone company or government/military communications organization required.

Experience maintaining system with a minimum of 50 nodes.

Experience pulling and connecting 25, 50 & 100 pair telephone cables.

Experience in distribution frame cabling.

Experience in VOIP concepts and equipment.

3. Languages: English: Level 3 (good working knowledge) is required
German: Level 3 (good working knowledge) is required.
Language skills may be tested.
4. Knowledge: In depth knowledge of all aspects of current telephone craft, including line operations, station and key equipment installation and repair, data transmission, fiber optics, switching and terminal equipment, electronics, and electricity is required.
Knowledge of modem telephone and data systems environments is required.
5. Other skills: Must be able to work neatly and be able to keep accurate records.
Ability to type and translate telephone company documents and to draft messages is required.
Must be able to operate complex test equipment.
Must possess all basic computer skills (MS Office). This may be tested.
Must possess a valid Driver's license for Austria (B).
Ability to deal tactfully with personnel at all levels within the serviced organizations and with employees of local telephone companies is required.

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.
6. The candidate must be able to obtain and hold a **Secret** clearance”.

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 UAE): form available under: <http://www.state.gov/documents/organization/136408.pdf>, **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 Office, Tri Missions Vienna

Applications should be submitted through e-mail to this address:
vacanciesvie@state.gov

Subject line must be: **Your last name** and **Telecom Field Engineer, VA 15-29A** or your application may not be considered.

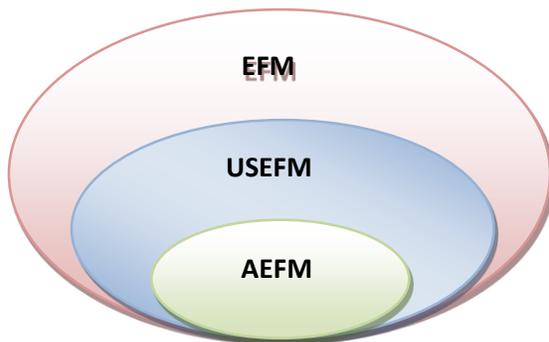
Please keep the auto-generated reply you receive in response to your application as acknowledgement/proof of receipt of your application.

CLOSING DATE FOR THIS POSITION: September 4, 2015

The U.S. Tri Missions Vienna 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.

5. **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.

6. **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.

- Position Title
- Position Grade
- Vacancy Announcement Number (if known)
- Dates Available for Work
- First, Middle, & Last Names as well as any other names used
- Current Address, Day, Evening, and Cell phone numbers
- U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- U.S. Social Security Number and/or Identification Number *Note: Does not*

apply for Non-U.S. Citizens

- I. Eligibility to work in the country (Yes or No) *Note: Does not apply for USEFMs*
- 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