

**AMERICAN EMBASSY
NASSAU, BAHAMAS**

ANNOUNCEMENT NUMBER: 12-07

POSITION: Computer Management Specialist

OPENING DATE: March 8, 2012

CLOSING DATE: March 30, 2012

WORK HOURS: Full-time: 40 hours per week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Nassau, The Bahamas is seeking an individual for the position of Computer Management Specialist in the Management Section.

BASIC FUNCTION OF POSITION

Incumbent manages and maintains Department of State unclassified systems affiliated with US Embassy Nassau and coordinates the daily operations, activities, and customer service response of the Information Systems Center and supervises two Computer Management Assistants.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Rachel Poitier at 242-322-1181 x4293.

QUALIFICATIONS REQUIRED

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

1. A four (4) year degree in the field of computer science, computer information systems or computer engineering is required.
2. Five (5) years of progressive experience in the installation, administration and management of local area networks (LAN) and wide area networks (WAN) is required.
3. English Level IV written and spoken is required.
4. Three years of experience in direct supervision of personnel in customer support, help desk operations and/or network management is required.

5. Knowledge of network infrastructure installation and maintenance standards and best practices, current LAN/WAN technology and server and network administration is required.
6. Incumbent must have demonstrable proficiency with Microsoft server and client operating systems within an Active Directory domain environment, specifically Server 2003/2008 and windows XP and/or 7 Microsoft Exchange 2003/2007/2010 in a domain environment and the current Microsoft Office suite (2007/2010).

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 non-sensitive 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). The form can be found on the Embassy website <http://nassau.usembassy.gov>

2. A current resume or a curriculum vita that provides the same information found on the UAE (see *Appendix B*).
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

Electronic submission of application may be made at: NassauHR@state.gov or faxed to 242-328-7838

POINT OF CONTACT

Name: Rachel Poitier
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FAX: (242-328-7838)
NassauHR@state.gov