

HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

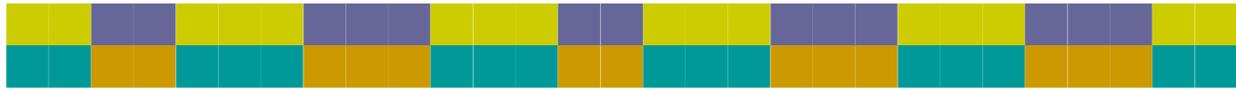
VACANCY ANNOUNCEMENT NUMBER – 16 - 004

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Telecommunications Technician, FSN-7; FP-7
(Salary approx. Tk. 66,000 per month)
- OPENING DATE:** January 18, 2016
- CLOSING DATE:** January 31, 2016 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week
- SALARY:** Ordinarily Resident (OR): FSN-7
Not-Ordinarily Resident (NOR): FP-7*
*Final grade/step for NORs will be determined by Washington.

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

U.S. Embassy Dhaka is seeking eligible and qualified applicants for the position of **Telecommunications Technician**.

BASIC FUNCTION: Under the direct Supervision of Radio-Telecom Field Engineer, the incumbent assists to discharge the basic functions, duties related to 1000 line Digital PABX maintenance along with telephone sets and cabling network, maintain OpenNet & DIN network, taking care of the household telephones, SAT phones, cell phones etc.



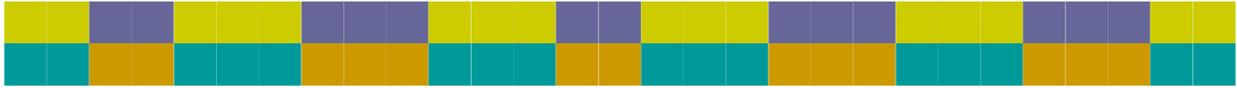
MAJOR DUTIES AND RESPONSIBILITIES:

A. TELEPHONE:

- Responsible for assuring the proper function and maintenance of existing 1000 line digital PABX system. Components include Nortel Meridian CS 1000M Digital PABX, Call Pilot Voice Mail system, ALGO Voice Recorder, and CallBill billing software. Responsible for programming through Phone Master software; updates available technical and operational features within the PABX for a variety of telephone instruments.
- Following the VoIP upgrade to a Computerized Telephone System (CTS), maintains the system and its connectivity throughout Embassy properties. Programs, adds, or changes voice announcement ports in Call Pilot Voice Mail System, Call Bill System, and the ALGO threat recorder, as directed by management or through approved requests.
- Maintains the connectivity of all telephone on USG owned or rented properties, coordinating with local land line service provider (BTCL) officials and executives as needed. Monitors and maintains the internal cable for connectivity inside the premises.
- Maintains the operation of two Panasonic Electronics PABX systems along with the trunk connections from BTCL and the multiple internal connections.
- Maintains satellite phones and satellite data terminals along with their supporting equipment. Validates operability, usability, and availability of air-time minutes, etc.
- Maintains the operation of the Cellular phone devices, recognizes, isolates and corrects malfunctioning devices, conducts operational checks, and provides training to the customers as requested.
- Packs and ships defective equipment or parts to the appropriate recipients.

B. IT Related Issues:

- Maintains all the Optical Fiber connectivity for Internet from the ISP's and BTCL land line connections through 2 E1 connectivity with 60 Digital channels. Analyzes connection faults and identifying potential factors.
- Keeps in order all the internal Optical Fiber connections from the MTS room to all the Electrical & Telephone distribution closets along with the Backbone fiber inter connections between the compounds. Checks



the operation of the Media Converters, Switches and MikroTik Routers etc.

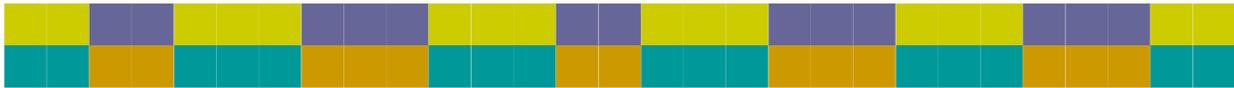
- Updates and maintains system diagrams, documentation, equipment inventory, maintenance records, repair records, spare parts, tools, and materials. Submits requisitions for new tools and equipment to maintain a sufficient stock of spares.

C. RADIO:

- Assures proper function and maintenance of the radio system which includes installation and maintenance of a variety of radios, such as TAIT Radio Repeaters, Motorola Quanter Radio Repeaters, Kenwood Mobile Radios and Kenwood Portable Radios. Should be familiar with test equipment used to diagnose malfunctions of antennas and base stations and associated cables (RF Power Meters, etc.) and train the operation of radios as needed.
- Diagnoses equipment and system malfunctions based on manufacturer's specifications and Department of State directives. Uses a variety of test equipment. Repairs defective equipment to the component level, packs and ships defective parts and equipment to the appropriate recipient.
- Requisites new equipment to ensure a sufficient level of spares radios are available. Updates and maintains system documentation, equipment inventory, repair records, and lists of spare parts, tool, and materials.

D. Local Area Networking for OpenNet & Telephone:

- Installs, relocates, and repairs LAN fiber optic and computer cabling. Assists in conducting site surveys. Helps in determining types and amount of equipment/material needed for office moves, and for upgrading/supporting telephone services.
- Assists in the preparation of technical drawings, document cable and wiring layouts, equipment placement, etc. Assist RIMC, Department or American contract technicians.
- Maintains and updates a comprehensive inventory of telephone and radio equipment installed or issued to personnel in U.S.G.-owned or leased buildings and quarters. Maintains an adequate quantity of telephone and radio supplies, parts and equipment, including power and hand tools, and test equipment.



E. MANAGEMENT CORRESPONDENCE:

- Coordinates trouble-shooting efforts with local telephone company technicians and engineers to isolate and resolve problems with telecommunications circuitry entering or exiting all U.S. Government buildings and official residences.
- Drafts e-mail and other correspondence to appropriate personnel at RIMC, related sections, and to commercial vendors when necessary. Requests parts, manuals, technical advice, and direct support from these same offices as needed.
- Consults with USAID and Public Affairs personnel on cabling need, and assists in the planning and implementation of wiring schemes and equipment location.
- Assists in research, planning, and designing of advanced technologies which could be introduced to improve the performance and/or capabilities of the current systems.

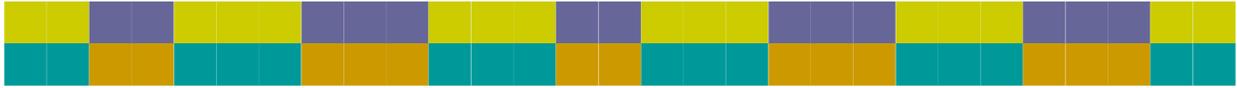
QUALIFICATIONS REQUIRED:

- 1. Education:** Four year Diploma in Engineering in Electronics, Electrical or Telecommunication is required. *(You must attach a copy of your Diploma certificate along with your application form.)*
- 2. Prior Work Experience:** At least five years' experience with Digital or IP based PABX's installation and maintenance work. Possess knowledge on safety rules and practices while testing, trouble shooting and repairing of equipment and accessories is required.
- 3. Language Proficiency:** Level III (Good Working Knowledge) English & Bangla is required. Must have both technical and non-technical written English skills. English language proficiency will be tested.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on Leave With Out Pay (LWOP)



ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local security certification.

HOW TO APPLY:

Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered:

1. **Universal Application for Employment (UAE) (Form DS-174), available on our website at <http://dhaka.usembassy.gov/> (go to “About Us” and click on “Job Opportunities”); blank application forms are also available at the south barrier of the U.S. Embassy (near the Nepalese & Vatican Embassies); and**

[Application Form](#)

2. **Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)**

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and;**
- II) A copy of Passport or Voter ID or Driver’s License, and;**
- III) A copy of educational or trade school certificate as required.**



Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

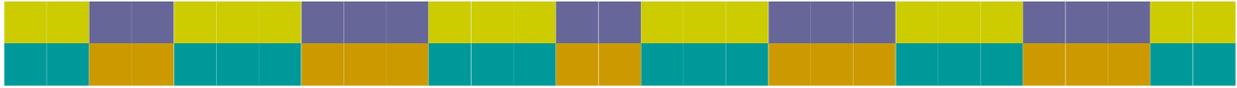
WHERE TO APPLY:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

FOR FURTHER INFORMATION:

Human Resources Assistant
Telephone #88 02 5566 2000 (between 10am to 11am Sunday through Thursday)

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Dhaka 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.



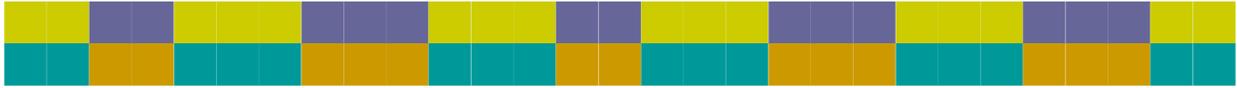
Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**



- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.



Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Cleared by:

HRO: x
IPC: x
FMO: x