



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

RE-ADVERTISEMENT VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 10 – 047A

OPEN TO: All Interested Candidates/All Sources

POSITION: Radio-Telecommunication Assistant, FSN-7; FP-7
(Salary approx. Tk. 40,000 per month)

“Applicants who responded to Vacancy Announcement #47 - 2010, need not to reapply”

OPENING DATE: August 11, 2010

CLOSING DATE: August 24, 2010

WORK HOURS: Full-time; 40 Hours/5 days per week

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

The U.S. Embassy in Bangladesh is seeking individual for the position of **Radio-Telecommunication Assistant** for the Telecommunication & Radio Unit of its Information Management Office.

BASIC FUNCTION: Under the supervision of the Telecommunication & Radio Field Engineer, the incumbent assists in performing the duties and responsibilities described below.



MAJOR DUTIES AND RESPONSIBILITIES:

- ✚ Maintains, repairs and reprograms the Telephone port/set, i.e., Nortel Meridian Option 61-C PABX, Meridian Voice Mail, EXACOM Voice recorder and CallBill billing system. Is also responsible for the BCM400 Telephone systems, and 3(three) National Panasonic Electronics PABX. This includes repair by replacing defective parts, different types of system and peripheral cards and power supplies, or performing programming functions needed to correct various problems. Isolates and corrects problems in the Meridian 61C PABX system, re-programs the 61C, and BCM400 to add on extensions, new trunk lines, new features, and replace memory loss.
- ✚ Performs telephone installation and repairs in coordination with the Information Program Center (IPC) and the General Services Office (GSO) at the various Embassy compounds, and official telephones in U.S. Govt. residences, and coordinates when necessary with local T&T officials on telephone-related matters.
- ✚ Installs, relocates and repairs cabling for the Embassy's "Sensitive but Unclassified" Local Area Network (SBULAN) computer systems, including associated Switch/Hub box connections and modem for the data circuits linking the Embassy compounds.
- ✚ Installs, replaces and performs repairs to the Embassy's mobile security radios, antennas, base stations, repeaters, and performs repairs to the Mission's radio communications equipment. This includes computer software programming of HT1250, HT750, and EX500 handheld Radios, MCS-2000 Mobile Radios and Comtegra Remote and using test equipments to diagnose malfunctions.
- ✚ Ships defective radio and telephone equipment to Bangkok, New Delhi or the Department of State for repair or disposal, maintain telephone and radio equipment inventories and ensures an adequate quantity of radio/telephonic supplies and equipment is on hand.
- ✚ Assists Radio & Telecom Field Engineer to perform some Research, Planning and designing work in the field of advanced technologies which are to be introduced to the post and when relocating departments inside the post.
- ✚ Works as rotational shift duty operator on any emergency or as of departments need.
- ✚ Installs, relocates, and repairs the Embassy's SBU LAN fiber optic and computer cabling with minimal supervision. Assists the Telecommunications & Radio Field Engineer to conduct site surveys to determine the type and amount of equipment and material needed for office moves, and for upgrading all supported agencies' telephone services; assists in the preparation of technical drawings documenting cable and wiring layouts and equipment placements for both the telephone and radio systems. Assist RIMC, Department or American



contract technicians in the telephone and radio locations of the Embassy for major telephone and radio systems upgrades or modifications.

✚ 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 telephonic and radio supplies, parts and equipment, including power and hand tools, and test equipment.

QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum a Diploma degree in Engineering (Electrical, Electronic or Telecommunication) **OR** Higher Secondary Certificate (HSC) with completion of minimum 1 year long Trade course in Electrical, Electronic or Telecommunication is required. *(You must attach a copy of your diploma degree **or** copy of HSC certificate and Trade school course certificate along with your application form.)*
- 2. Language Proficiency:** Level III (Good Working Knowledge) Speaking/Reading/ Writing English and Bangla are required. English language proficiency will be tested.
- 3. Prior Work Experience:** At least five years experience in Digital PABX installation and maintenance work is required.
- 4. Knowledge:** Must have thorough knowledge of safety practices and procedures on Electrical, Electronic, Radio and Telecommunication theories and practices; installation, operation, maintenance, testing, trouble-shooting and repair procedures and techniques; and basic knowledge on International Radio/Telephone and Telecommunication rules and requirements.
- 5. Skills and Abilities:** Must be skilled in the operation, utilization and in some instances calibration of test equipment and use of a wide variety of hand and power tools. Must be skilled in utilizing the computer to program the Nortel Meridian Option 61C, Meridian Voice Mail, and EXACOM Voice recorder, CallBill Billing System, BCM400 and National Panasonic telephone system and post Radio Network. Works independently and effectively in stressful situations; reads and interprets technical guidelines, ability to understand schematic drawings and engineering plans and specifications; communicate effectively with other technicians, USG officials and officials of the Bangladesh governmental and private sector; use engineering formulas and measurement systems, do site surveys and design work; prepare factual and analytical reports; and develop creative and effective solutions to technical problems.



SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 US 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.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.



3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete application forms, attach a passport size photograph, copy of National/Voter ID and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

SUBMIT APPLICATION TO:

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

All candidates must submit the new **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy **or**, FAX at 9887825.

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at http://dhaka.usembassy.gov/job_opportunities.html

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)
Fax # 9887825

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: August 24, 2010

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US 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, 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.

Cleared by:

HRO: X

FM: X

FMO: X

MGT: X