



# VACANCY ANNOUNCEMENT

U.S. Embassy Bangui, Central African Republic

**Announcement: 06-2014**

**June 17, 2014**

**Open to: All Interested Candidates**

**Position: Computer Management Assistant, FSN-09; FP-05**

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**NOTE:** ALL NON-CENTRAL AFRICAN REPUBLIC APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U. S. Embassy in Bangui is seeking an individual for the position of **Computer Management Assistant. The position is located in Bangui, Central African Republic.**

**Opening Date:** June 17, 2014  
**Closing Date:** July 2, 2014 at 17:00  
**Work Hours:** Full time; 40 hours/week

## **BASIC FUNCTION OF POSITION**

Incumbent is responsible for the administration, operation and maintenance of post's unclassified Local Area Network, communications infrastructure and Automated Digital Processing systems hardware and software, website development and publishing. Incumbent is responsible for ensuring all standards and security configurations are applied per regulations and practices. The incumbent provides end-users support on various applications and software training as required. Other functions include phone systems, software installation, systems and data backup. Incumbent reports to the Senior IT Locally Employed Staff for day-to-day issues and seek guidance from the Management Officer and Regional Information Management Officer on technical issues.

The complete list of duties and responsibilities of the position is available at:

<http://yaounde.usembassy.gov/pd06-2014.html>

## **QUALIFICATIONS REQUIRED**

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

1. **Education:** A Bachelor's degree in Computer Sciences is required.
2. **Experience:** At least two years performing progressively more responsible work with Microsoft LAN and WAN Network environment, computer hardware and software maintenance is required.
3. **Language:** Level III (Good Working Knowledge) speaking/reading/writing English and French are required and will be tested.
4. **Job Knowledge:** Must have advanced knowledge of Website creation and maintenance. Communications infrastructure and network wiring, as well as technical skills in computer hardware and software maintenance are required. Advanced knowledge and administrative skills with W2K3 Server Administration, W2K3 in a Domain Environment, W2K3 Active Directory, and the MS Office 2003/XP/2007 suite of applications is required. Incumbent must have good knowledge of design techniques, tools and principles.

5. **Skills and Abilities:** Excellent Website creation, maintenance and administration skills are required. Advanced level skills in Network Administration, technical troubleshooting as well as operating systems and applications are required. Excellent Interpersonal skills are required to enable interaction at all Embassy's personnel levels, as well as local and regional personnel. Incumbent must have good customer service skills and be able to work without direct supervision.

### **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 Locally Employed Staff security clearance.

### **TO APPLY**

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

1. Universal Application for Employment (DS-174) available online or at the Embassy; 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.
6. Additional information on how to apply for a position is available at:  
[http://yaounde.usembassy.gov/job\\_opportunities.html](http://yaounde.usembassy.gov/job_opportunities.html)

### **Submit Application to:**

Human Resources Office,  
P.O. Box 924, U.S. Embassy Bangui, Central African Republic  
Or P.O. Box 817, U.S. Embassy Yaounde, Cameroon  
Or via email at: [ydeapplicants@state.gov](mailto:ydeapplicants@state.gov)  
(Please, indicate the title of the position on the "Subject:" line)

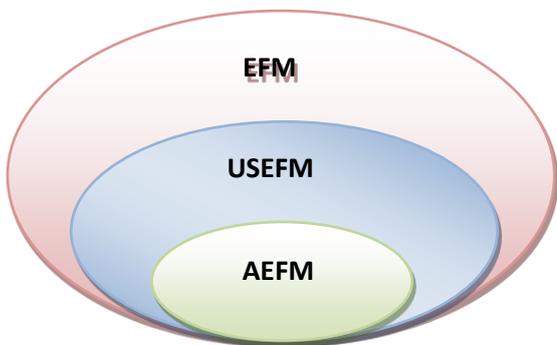
**Point of Contact: Telephone: 2220-1500, Ext 4006; Fax: 2220-1500, Ext 4532**

**CLOSING DATE FOR THIS POSITION: July 2, 2014 at 17:00**

The U.S. Mission in Central African Republic 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.**

- 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