

EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2016-09

The U.S. Embassy has an opening for a Civil Engineer position. The successful candidate will be required to obtain a security clearance and undergo a medical examination.

Basic Function of the Position:

- Develops in-depth general contractual and detailed requirements for the construction of the Belmopan Marine Security Guard Residence/Existing Office Building (MSGR/EOB) project.
- Reviews and analyzes material samples, catalogs and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contract requirements.
- Observes the execution of construction to assure adherence to approved drawings and specifications, inspects construction workmanship, materials, methods of equipment, and reports to the OBO Project Director as to their conformity and non-conformity.
- Makes recommendations to the OBO Project Director on how to correct deficiencies and resolve problems during construction.
- Prepares daily, weekly, monthly and other reports of the progress of construction as required by the OBO Project Director.
- Prepare engineering drawings, civil load calculations, technical specifications and independent government cost estimates for construction change orders or to support U.S. installed equipment.
- Prepares cost of alternatives to design and specifications as needed.

Qualifications Required:

- Completion of a bachelor degree in civil engineering from an accredited institution or equivalent degree is required.
- Seven years of experience in the field of civil engineering, related to building construction and renovations is required. Two of these years must include experience in U.S. codes and criteria.
- Level IV (fluent) speaking/reading/writing English is required.
- Good working knowledge of Word, Excel, PowerPoint and Outlook is required.
- Professional knowledge in civil design calculations and criteria, preparation of engineering drawings and specification is required

EMPLOYMENT LENGTH: This position is a time limited position and will not exceed 18 months from hire date.

WHO MAY APPLY: Anyone who is eligible for appointment under Belize's local laws. Applicant must be in possession of a Belizean social security card valid for employment and/or a resident/work permit.

HOW TO APPLY: Interested candidates must submit the following in order to be considered for the position. 1. Universal Application for Employment (UAE) form (DS-0174); or 2. A current résumé or curriculum vitae that provides the same information found on the DS-0174; plus 3. Any other documentation (e.g., essays,

certificates, awards, licenses, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: BelmopanJobs@state.gov. All applications must be signed and scanned. **ONLY** electronic applications will be accepted. To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on [DS174 - Universal Application for Employment](#). Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: Civil Engineer, Vacancy Announcement No. 2016-09. E-mails received without the appropriate subject line will not be considered.

A copy of this advertisement, the position descriptions and the required application form (DS-0174) are posted on the Embassy's website at http://belize.usembassy.gov/job_opportunities.html. The deadline for submitting applications is Friday, April 29, 2016. Applications will not be accepted after April 29, 2016.