



**UNITED STATES EMBASSY, COTONOU**

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 003-B/15**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Electrical Controls Technician, FSN-07; FP-7

**OPENING DATE:** March 31, 2015

**CLOSING DATE:** April 14, 2015

**WORK HOURS:** Full Time; 40 hours/week

**\*SALARY:** AEFM, FP-7: \$40,665 to \$59,718\*  
USEFM/NOR EFM/NOR MOH/NOR  
FP-7: \$35,014 to \$51,419\*  
OR/OR MOH, FSN-07:  
CFA 7,022,842 to CFA 12,567,262

**NOTE: ALL QUALIFIED ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND ABLE TO QUALIFY FOR A BENINESE WORK PERMIT.**

Please note that this position was previously advertised under Number 003/15 on February 4, 2015. The education requirement was not complete; two (2) years of journey-level training is also required. If you previously applied with all required documents, you need not apply again. Applicants *must* submit a cover letter, a completed DS-174 (resume is not accepted). Required certificates should be attached as well as residency documents for third-country nationals. Applications without those documents are not considered.

The U.S. Embassy in Cotonou is seeking an individual for the position of **Electrical Controls Technician** in the Embassy Facility Maintenance Section.

**BASIC FUNCTION OF POSITION**

Under the supervision of the Facility Manager, the incumbent carries out skilled maintenance and repair work throughout the New Embassy Compound (NEC) buildings and grounds. S/he specializes in electrical control systems and automated building systems and associated

\* Final step to be determined by employee's qualifications.

equipment, and assists in the programming of control sequences, control devices and their interface with the Building Automation System (BAS).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 229 21 30 06 50, Ext. 4272/4291.

### **QUALIFICATIONS REQUIRED:**

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

- a) **Education:** Completion of secondary school and two (2) years of journey-level training in the repair and maintenance of digital building control systems and mechanical equipment through a recognized trade union or accredited technical school.
- b) **Prior Work Experience:** Minimum of five years' experience as electrical controls technician with specialized knowledge of digital building control systems. A minimum of 3 years of experience must be in operations and maintenance of building electrical control systems in large commercial or business compounds.
- c) **Language Proficiency:** Level III (Good Working Knowledge) English and French language speaking, reading and writing.

**English proficiency will be tested.**

- d) **Knowledge:**

Must possess detailed technical knowledge of electrical control systems within his/her area of responsibility and basic knowledge of how control systems interface with the other operating systems. Must know how to read technical documents, interpret maintenance plans and technical literature. Must be knowledgeable of the uses for all technical and diagnostic specialty tools and equipment required to properly install, repair and maintain electrical controls and automated systems. Must demonstrate substantial working knowledge of building electrical control systems' structure, design, and operations, direct digital control technology, devices and control wiring, and electrical principles and theories. Must be familiar with international building and electrical codes to be able to perform installation, maintenance, and repair work to meet code requirements. Must possess basic mathematic knowledge.

- e) **Skills and Abilities:**

Must be able to test electrical components and take equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to interpret building and equipment electrical control plans, drawings and manufacture's technical data. Must possess a strong capability to interpret technical data and specifications and be able to maintain and enhance performance efficiencies of the systems. Must have the ability to clearly communicate pertinent technical issues to his supervisors. Must also be able to explain details and specifications to mission staff and to contracted service providers. Must be proficient in the use of Microsoft Office software

(Outlook, Word, Excel, Power Point, etc.) and other applicable computer programs, such as AutoCAD. Must have substantial skill in comprehending engineering reports specifications and related materials in English. Must possess a valid local driver's license.

**Computer proficiency will be tested.**

## **SELECTION PROCESS**

When fully qualified, both US 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 the 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. Priority consideration will be given to RIFed U.S. Mission to Benin former LES for a period of twenty-four (24) months after the date of separation. Such an applicant must qualify for the announced vacancy and must present an evaluation record for the past five years that demonstrates consistent effectiveness as an employee.

## **TO APPLY**

**Interested candidates for this position must submit the following or HR cannot consider the application:**

**NB: Items A & B must be in English.**

- A. Cover letter.
- B. Universal Application for Employment (UAE) as Locally Employed Staff or a Family Member (**DS-174**);
- C. 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.

- D. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## HOW TO SUBMIT AN APPLICATION

Application packages containing all the information listed in items “A” through “D” above can be scanned into pdf format and sent as a single file to the following E-mail address. Files should not exceed 10 MB or they may be rejected by the embassy’s server. **Paper applications mailed to the embassy will not be accepted for this vacancy announcement.**

### SUBMIT APPLICATION TO:

Management Officer  
United States Embassy  
Rue Caporal Bernard Anani  
01 B.P. 2012, Cotonou  
Telephone: +229 21 30 06 50  
Fax: +229 21 30 19 74  
E-mail: [hrocotonou@state.gov](mailto:hrocotonou@state.gov)

**CLOSING DATE FOR THIS POSITION: April 14, 2015 at 17:30**

The U.S. Mission in Cotonou 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.

## DEFINITIONS

- 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:
  - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or
  - b) 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, 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. 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).
  
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.