



## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 11/99**

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

**POSITION:** Information & Communications Technology Systems Chief  
FSN-11/FP-4

**OPENING DATE:** August 23, 2011

**CLOSING DATE:** September 6, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** P344,535 p.a. (Starting salary)

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

The Centers for Disease Control (CDC/BOTUSA) in Gaborone is seeking an individual for the position of Information & Communications Technology Systems Chief.

### **BASIC FUNCTION OF POSITION**

The incumbent is responsible for Information Technology (IT) services management and support oversight at the CDC-Botswana Offices; provides advice and guidance on IT management and support services, and develops plans for the maintenance and replacement of IT software and equipment as technology advances; responsible for the integrity and security of all IT equipment, software and data systems; monitors IT resources usage to ensure compliance with U.S. Government IT policies, reviews server system performance for management implications, ensures effective support services by contractors and assists in the formulation of IT operating budgets; serves as the liaison between CDC-Botswana and counterparts at the CDC Head Quarters (HQ) IT Services Organization.

1. A copy of the complete position description listing all duties and responsibilities is available in our internet site

[http://botswana.usembassy.gov/job\\_opportunities.html](http://botswana.usembassy.gov/job_opportunities.html)

## **QUALIFICATIONS REQUIRED**

--Completion of a two year college diploma in the fields of computer science, information systems management, information technology or electrical or computer engineering is required. Certification in Microsoft Networks and Cisco Systems is required.

--Five years progressively responsible experience in current Local Area Network (LAN) systems operations, latest release Microsoft products, modern Information Technology (IT) hardware, software, systems, communication components is required.

--Three additional years experience managing an IT Department is required

--Level IV English is required (fluent both written and spoken).

-- Must have a thorough knowledge of computer equipment operations management; hardware and software technology and functionality of relevant applications in support of systems maintenance and operations; agency objectives, relationships, and management practices; technical aspects of systems analysis, telecommunications, and management advisory services; and acquisition policies and procedures relative to computer hardware and software; and an expert knowledge of systems analysis and design techniques

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (U.S. EFMs) 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 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. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. 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; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); **plus**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. 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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference

- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

**SUBMIT APPLICATION TO:**

Human Resources Assistant  
American Embassy  
P.O. Box 90  
Gaborone (or hand deliver)  
Or email: [HROGaborone@state.gov](mailto:HROGaborone@state.gov)

**POINT OF CONTACT**

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**CLOSING DATE FOR THIS POSITION: September 6, 2011**

The US Mission in Gaborone 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.