



## MANAGEMENT NOTICE

### AMERICAN EMBASSY GABORONE, BOTSWANA

06/16/2010

VACANCY ANNOUNCEMENT

N10/068

OPEN TO: All Interested Candidates

POSITION: Residential Security Technician  
FSN-7; FP-7

OPENING DATE: June 18, 2010

CLOSING DATE: July 2, 2010  
(Applications received after the closing date will not be considered)

WORK HOURS: Full-time - 40 hours

SALARY: P103,775 p.a. (starting salary)

The U.S. Embassy in Gaborone is seeking an individual for the position of Residential Security Technician.

#### SUMMARY OF DUTIES:

To service, maintain and advise on all of the technical systems related to the Residential Security Program including (but not limited to): electric fences, alarm systems, electric gate controls and remotes, security lighting, video monitor access systems, grille work, locks, deadbolts and doors. Perform other duties related to Residential Security as necessary, including (but not limited to): advising procurement department on the ordering of new systems and replacement parts, supervising contractors doing maintenance or installation of systems, coordinating work with Facilities Maintenance Section and other Embassy departments as necessary, and carrying out a proactive preventative maintenance program.

#### JOB REQUIREMENTS:

- Completion of secondary school and one to two years training in Electronics (Certificate or Diploma) is required.
- 3 years experience working with technical security systems is required.
- Level IV English and Setswana (fluent both written and spoken) is required.
- Must have thorough understanding of electronics, electrical circuitry, and electrical security systems; ability to work on both electrical and non electrical security equipment.

--Must have a valid driver's license.

**SELECTION PROCESS:**

When equally qualified U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism, conflict of interest, budget, and residence status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently-employed EFMs who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently-employed NORs hired under personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into position with When Actually Employment (WAE) work schedule.

**TO APPLY:**

Interested applications for this position must submit the following or the application will not be considered:

- Application for U.S. Federal Employment (SF-171 or OF-612) or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus.
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATIONS TO:**

Human Resources Office  
Attention: 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:**

NAME: Motlalepula Mmakgonya  
Telephone: (3953982 ext 2421)  
FAX: (3957679)

**DEFINITIONS:**

1. AEFM: A type of EFM who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided he meets all the following criteria:
  - U.S. citizen;
  - Spouse, partner or dependent that is at least age 18;

-- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;

-- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternative safe haven abroad; and

-- Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.

2. Eligible Family Member (EFM): Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

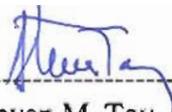
3. Member of Household: A MOH is a person who: 1) Has accompanied, is not/not on the travel orders of U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/ residency permits for employment in the country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The U.S. Mission in Botswana 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.



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Steven M. Toy  
Management Officer