

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b>  Gaborone, Botswana	<b>2. AGENCY</b>  IBB	<b>3a. POSITION NO.</b>  PSVC-9
--	-----------------------------	---------------------------------------

**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**     Yes     No

**4. REASON FOR SUBMISSION**

- a. Redescription of duties: This position replaces  
 Position No. PSVC-9 , Supervisory Radio Technician (Title) 620 (Series) 8 (Grade)
- b. New Position
- c. Other (explain) \_\_\_\_\_

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date <i>(mm-dd-yyyy)</i>
a. Post Classification Authority	Advanced Radio Technician	8		
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Advanced Radio Technician	<b>7. NAME OF EMPLOYEE</b>
---	----------------------------

<b>8. OFFICE/SECTION</b> BOTSWANA TRANSMITTING STATION	a. First Subdivision
b. Second Subdivision TRANSMITTING STATION	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ Typed Name and Signature of Employee                      Date(mm-dd-yyyy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <u>TJITJO, GABRIEL</u> _____ Typed Name and Signature of Supervisor                      Date(mm-dd-yyyy)
---	--

<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  <u>SCHWABE, GUNTER E. JR</u> _____ Typed Name and Signature of Section Chief or Agency Head                      Date(mm-dd-yyyy)	<b>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  _____ Typed Name and Signature of Admin or Human Resources Officer                      Date(mm-dd-yyyy)
--	--

**13. BASIC FUNCTION OF POSITION**

The incumbent is charged with the operation, maintenance and repair of four high-powered Continental 100KW HF transmitters, one 500KW medium wave radiobroadcast transmitter and one 50KW medium wave transmitter with self-contained power generators and phased array antenna systems at the IBB Moepeng Hill facilities. As an Advanced Radio Technician, he is knowledgeable in IBB procedures and is capable of operating or performing all needed maintenance. The incumbent may be asked to supervise a shift and coordinate 2 to 3 Radio Technician in operation, maintenance and repair. He is also responsible for the safety, security and overall operation of the entire transmitting facility during shift.

#### **14. MAJOR DUTIES AND RESPONSIBILITIES**

**% OF TIME**

The Moepeng Hill Transmitting Facilities consist of numerous complex advanced state-of-the art sub-systems necessary to receive and transmit VOA programs from Washington to listeners throughout Africa.

These advanced systems are the most advanced of their type in Southern Africa. The four 100,000 watt short wave transmitters are digitally controlled and use a sophisticated carrier control modulation technique to improve overall efficiency and reduce power consumption.

Along with the transmitter are four complex antenna systems; four 400,000 watt diesel/electric generator sets with associated switching; a VOA Satellite Interconnect System terminal with multiple digital channels and transmit/receive capability; numerous pieces of sophisticated electronic test equipment required to operate, maintain and repair the aforementioned equipment; and a VHF radio communications network consisting of mobile, portable and fixed transceivers.

##### **A. SPECIFIC DUTIES AND RESPONSIBILITIES ARE AS FOLLOWS:**

1. 15%: Trains, and coordinates activities of FSN-7 radio technicians in the operation and maintenance of plant transmitter and associated systems. The incumbent may be in complete charge of the transmitting facility during non-office hours, Saturdays, Sundays and holidays. During these times the incumbent is responsible for the security, safety of subordinate personnel and overall proper operation of the Moepeng Hill Facility.
2. 30%: Responsible for proper operation and maintenance of transmitters, satellite earth terminal equipment, computer systems, antennas and related systems in the event of equipment failure during program schedule.
3. 10%: Reviews all operation and maintenance reports prepared on operations shifts looking for possible problem areas needing attention, coordinates needed maintenance with supervisors or those responsible for specific equipment.
4. 25%: Analyses equipment failures and performs emergency repair of transmitters and associated equipment. Provides documentation of action taken.
5. 10%: Assists with and conducts technical on equipment and maintenance. Maintains records on station operation and maintenance equipment.
6. 10%: Responsible for executing and maintaining accurate communications with VOA headquarters in Washington D.C. and other relay station via facsimile, satellite voice channel, local area network or other electronic means. Also responsible for computers and software used in control of audio and frequency switching. (During absences of the FSN-9 Shift Supervisor the incumbent may be called upon to act in his/her position). Will be required to operate a US Government provided light motor vehicle including four-wheel drive vehicles, in the performance of technical duties. Possession of a valid Botswana National Driver's License is a requirement.

#### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

a. Education:

University or Technical college diploma in Electronics and/or Telecommunications Engineering.

b. Prior Work Experience:

Two to three years as a Radio Operator technician

c. Post Entry Training:

d. Language Proficiency: List both English and host country language(s) by level and specialization:

Must be fluent in both English, Level 4, and Setswana

e. Job Knowledges:

Must know the Mission of IBB. Must have thorough knowledge of operation requirements of a transmitting station. Must be able to maintain and repair transmitters.

f. Skills and Abilities:

**16. POSITION ELEMENTS**

a. Supervision Received:

b. Supervision Exercised:

c. Available Guidelines:

d. Exercise of Judgment:

e. Authority to Make Commitments:

f. Nature, Level and Purpose of Contacts:

g. Time Expected to Reach Full Performance Level:

