



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 12/24

OPEN TO: All Interested Candidates/All Sources

POSITION: Advance Operator Maintenance Technician, FSN-08/FP-06

OPENING DATE: June 1, 2012

CLOSING DATE: June 15, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: P139,390 p.a. (Starting salary)

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

The U.S. Embassy, International Broadcasting Bureau (IBB) in Selibe-Phikwe is seeking an individual for the position of Advance Operator Maintenance Technician.

BASIC FUNCTION OF POSITION:

The position is located in the Transmitting Plant of the Botswana Transmitting Station (BTS), a large International Bureau of Broadcasting (IBB) overseas radio transmitting facility located at Moepeng Hill (Selebi-Phikwe). The incumbent is charged with the operation, maintenance and repair of four high-powered Continental 100KW HF transmitters; one 500KW medium wave radio broadcast transmitter and one 50KW

medium wave transmitter with self-contained power generators and phased array antenna systems at the IBB Moepeng Hill facilities; supervise a shift and coordinate Radio Technicians in operation, maintain and repair; responsible for the safety, security and overall operation of the entire transmitting facility during shift.

QUALIFICATIONS REQUIRED:

- University or Technical college diploma in Electronics and/or Telecommunications Engineering is required.
- Three years experience in operating and maintaining high powered radio broadcasting transmitters and associated equipment is required.
- Level IV English and Setswana (fluent both written and spoken) is required
- Must be knowledgeable of theoretical and practical electronics as related to MF,HF,VHF,UHF, satellite transmitters and receivers audio processing and switchboard equipment, frequency and time division, multiplexing equipment and antennas.
- Must have the ability to supervise personnel and make decision regarding proper use and repair of radio broadcasting transmitting equipment.
- Must have a valid driver's license.

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

SELECTION PROCESS

When fully qualified, U.S. 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 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

Candidates interested in applying for this position must follow the application instructions by submitting an application which contains all of the required information listed below. **Failure to do so will result in an incomplete application which will not be considered.**

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 6 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.**

- 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

POINT OF CONTACT

Name Motlalepula Mmakgonya
Telephone: +267 3953982 ext 2421
FAX: +267 3957679

CLOSING DATE FOR THIS POSITION: June 15, 2012

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.