



UNITED STATES CONSULATE GENERAL  
RIO DE JANEIRO, BRAZIL

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**Management Notice No. 11-052**  
**September 14, 2011**

TO: ALL POST PERSONNEL  
FROM: ACTING MGMT OFFICER, ANTHONY LOH  
SUBJECT: VACANCY - TELECOMMUNICATIONS TECHNICIAN

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**OPEN TO:** All Interested Parties, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

**POSITION:** Telecommunications Technician, FSN-8/FP-6 (subject to Washington approval)

**OPENING DATE:** Wednesday, September 14, 2011

**CLOSING DATE:** Wednesday, September 28, 2011

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

**SALARY:** \*Ordinarily Resident (OR): R\$58.946 p/a (Starting salary) - (Position Grade: FSN-8)

\*Not-Ordinarily Resident (NOR): \$44,737 p.a. (Starting salary) (Position Grade: FP-6) – subject to Washington Approval

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

**NOTE: THIS POSITION IS BEING RE-ADVERTISED TO ACCOUNT FOR THE CHANGES MADE IN THE QUALIFICATION REQUIREMENTS.**

The U.S. Consulate General in Rio de Janeiro is seeking an individual for the position of Telecommunications Technician to work in the Information Program Office, Telecommunications Unit.

## **BASIC FUNCTION OF POSITION**

Under the direct supervision of the Information Program Officer, the Telecommunications Technician is principally responsible for maintaining the telephone and radio communications network, coordinating the cell phone program at post and managing the arrivals and departures system and process for post.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 3823-2608

## **QUALIFICATIONS REQUIRED**

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

**EDUCATION:** A minimum of two years post secondary school studies, college, or vocational or trade school certificates in telecommunications, communications technology or engineering, is required.

**EXPERIENCE:** Progressive responsible experience with telecommunications systems, UHF/VHF/HF radio systems, telephone PBX systems, antennas and repeaters is required. At least 6 months of supervisory experience is also required.

**LANGUAGE:** Level III (good working knowledge – written/spoken) English and Portuguese is required. **BOTH WILL BE TESTED.**

**KNOWLEDGE:** A working knowledge of requirements to install, program, trouble-shoot and account for a corporate, government or military communications system. Strong knowledge of wiring for a telephone exchange consisting of over hundreds of extensions, dozens of trunks, private lines, calling, accounting and reporting and automated voice attendant. Working knowledge of Windows based PCs and windows networking environment.

**SKILLS AND ABILITIES :** Ability to troubleshoot basic maintenance issues and prioritize work. Must be tactful and possess good inter-personal skills. Must be able to troubleshoot and resolve hardware/software problems for a modern telephone system. Must be able to install and remove new and existing telephone lines throughout the consulate. Must be able to learn to use and troubleshoot OTM (Optivity Telephony Management) 2.2, Callpilot Manager, Application Builder 4.0, and CS1000 element manager. Must have good working knowledge of Windows based PCs, Networking, Excel, Outlook, and internet usage. Must be able to use testing equipment and read electronics schematics and interpret findings to determine potential sources of errors. Must have knowledge of radio systems including handhelds, base stations, and antennas. Must be able to understand and advise on the regulatory environment surrounding the use of private radio frequencies and how these conditions might apply to a diplomatic mission. Must be resourceful and innovative in trouble shooting and problem solving. Must have the ability to work unsupervised and independent as the subject matter expert on telephony and radio networks, above that of most of the American Supervisors. Must be able to effectively manage people and establish a good working environment for staff members. Must be able to speak clearly and concisely. Must have a good understanding of mobile phone technology and advise post on the management of its cellular telephone program. Ability to obtain a local driver's license category B.

## 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, continuity 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 **IN ENGLISH** that provides the same information found on the UAE (*see section 3A below for more information*). **We will not/not accept any applications that are not submitted in English; plus**
  4. Candidates who claim U.S. 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.
- 3A. 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**

Email: [Mgtusghr3@yahoo.com](mailto:Mgtusghr3@yahoo.com) with vacancy title

**POINT OF CONTACT**

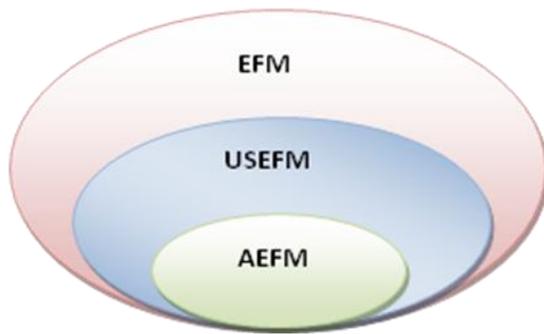
Human Resources Office

Ana-Maria Miranda

Av. Pres. Wilson, 147 – Castelo, Rio de Janeiro, RJ 20.030-020

Tel: 21 3823-2608

**DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US 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. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. 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, or at an office of the American Institute in Taiwan (AIT), 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, or at an office of the American Institute in Taiwan. 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 US 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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US 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.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: September 28, 2011**

The US Mission in Brazil 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.