MANAGEMENT NOTICE

U.S. Mission - American Embassy Ouagadougou

VACANCY ANNOUNCEMENT NUMBER: 16-012.

NUMBER: 060/2016 **DATE: August 23, 2016**

OPEN TO: **All interested candidates / All Sources**

POSITION: **AC TECHNICIAN**

OPENING DATE: **August 24, 2016**

CLOSING DATE: **September 07, 2016**

WORK HOURS: **Full-time, 40 hours per week**

SALARY: ***Ordinarily Resident (OR): Position Grade: FSN-5**
CFA 6,763,923 p.a. (Starting Salary)

Not-Ordinarily Resident (NOR): FP-09
***Final grade/step for NORs will be determined by Washington.**

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

The U.S. Mission in Ouagadougou, Burkina Faso is seeking eligible and qualified applicants for the position of an AC Technician in the Facilities Management Section.

BASIC FUNCTION OF POSITION

Under the supervision of the Residential Maintenance Supervisor, the incumbent installs, operates, maintains, and repairs all HVAC and other refrigerant based equipment and appliances at the Chancery campus, other offices, warehouse, and all residences. The incumbent shall have a full understanding of the refrigerant cycle, including the physics and chemistry of the process. The incumbent shall organize his tools, supplies, one or more helpers, and drive to the work site; coordinating his activities with other trades.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Completion of Secondary school (BAC) is required. Two years of vocational training in refrigerant based equipment to include the Freon cycle, electricity, electronics, air & water pressure, controls strategies, and power train mechanics is required.

2. EXPERIENCE: Five years' experience as an air conditioning technician with emphasis on air conditioner maintenance and repairs is required. Three of those years must be in the maintenance or construction of commercial, industrial, or institutional buildings.

3. LANGUAGE: Level II (Limited Knowledge) English Reading/Writing/Speaking is required with a good technical vocabulary.
Level III (Good Working Knowledge) French Reading/Writing/Speaking is required –

English language skill will be tested

4. SKILLS AND ABILITIES: Understand electrical circuit diagrams for the class of equipment referenced above. Ability to prepare circuit diagrams of completed electrical installations. Must be able to work at heights, lift 30 kilos, stand on your feet all day and not be color blind. Ability to drive light trucks, vans and cars and be able to produce a current driver's license. Must be able to use Microsoft Word and Excel. – **These will be tested.**

5. JOB KNOWLEDGE: Working knowledge of local building codes as applied to electrical installations. Working knowledge of residential and commercial refrigerant based equipment. Proficiency with refrigerant gauges, vacuum pumps, Freon recovery equipment, hand & power tools, and electric multi-meters. .

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office on HROouaga@state.gov.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

(1) USEFM who is ALSO a preference-eligible U.S. Veteran
(2) USEFM OR a preference-eligible U.S. Veteran
(3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4. The candidate must be able to pass a local background investigation.

5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

A) - Required forms: Interested applicants for this position must submit the following, or the application will not be considered:
1. **Universal Application for Employment (UAE) (Form DS-174), completed in English which is available** on the Embassy Web site or request a copy at S/C.A.C west side entrance of the U.S. Embassy at Ouaga 2000)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

B) - Required documentation/attachments: 1). photocopies of attestations/certificates of work, or service, trainings; essays. 2). photocopies of diplomas, degrees, awards earned that address the qualification requirements of the position as listed above.

Note:
-Applicants should retain original copies of all documentation which accompanies their applications for their records.
-All applications **must** be submitted in English.
-Applications that are not completed in English will not be considered
-All applications received after the deadline will not be considered.
-All applications **must** be for an open/advertised position.
-Only shortlisted applicants will be contacted.
-Applications (DS-174) that are not signed will not be considered

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

SUBMIT APPLICATION TO
U.S. Embassy Ouagadougou
Attn: Human Resources Office
AC TECHNICIAN, VA# 012/2016 – FSN 05
01 B.P. 35 Ouagadougou 01, Secteur 15, Ouaga 2000
Avenue Sembene Ousmane, Rue 15.873
E-mail: HROouaga@state.gov
Phone: (226) 25-49-54-98
Burkina Faso

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Drafted by: HRA: AGTarpidiga /S/ TAG

Cleared by: HRO: MKKatterson /S/ MKK

Cleared by: FMS: HAvedissian /S/ HA

Approved by: MGMT: PGresham /s/ PG

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.