

POSITION: TELEPHONE/RADIO TECHNICIAN

BASIC FUNCTION OF POSITION

Installs, provides maintenance, and repairs Embassy and residential telephones and telephone switching systems. Installs radios and antennas in all government owned vehicles and residences. Also provides maintenance, troubleshoots, and repairs radio equipment.

MAJOR DUTIES AND RESPONSIBILITIES

Installs, tests and repair telephone in the Embassy, annexes and residences of mission personnel. Troubleshoots defective telephone lines and acts as liaison with the Myanmar Post and Telecommunication to repair these lines. Programs the Meridian and Norstar telephone switches for various class-of-services. Maintains and keeps up-to-date inventories of all related telephone equipment. Informs Information Management Officer when supplies are needed. Remains in stand-by duty status after Embassy close of business. Print Meridian CS1000 E logs to monitor calls times etc... Installation, maintaining, configuration and troubleshooting the following systems.

- Broadband wireless network Canopy
- Inmarsat telephone system.
- Nortel Norstar PABX system.
- Callpilot software.
- HF radio system.
- VHF radio repeater system.
- Computer LAN cabling installation for ISC.
- Cordless telephone.
- Call Bill software processing , troubleshooting and software upgraded.
- CS1000E PABX system.
- VoIp Linksys router.
- ALGO software processing.
- Iridium Satphone docking station.
- BCM 50 PABX

Installs, troubleshoots, and repairs mobile radios in Embassy vehicles. Installs radios and external antennas in all mission residences. Maintains and keeps up-to-date inventories of all related radio equipment. Performs installations and maintenance for the large number of antennas on the Embassy roof. This work requires climbing and working on roofs and antenna towers. May drive USG vehicle for official purposes as require.