

14. Major Duties And Responsibilities

% OF TIME

Support to non-OpenNet+ systems (internal and external INL supported networks)

40%

This position includes designing and deployment of programs for the different projects to support the International Narcotics and Law Enforcement Section.

Responsible for providing technical advice on a continuing basis to GOC agencies, primarily the Colombian National Police, which have received INL-funded computers or other data processing equipment to address operating or maintenance issues and resolve problems.

Shares administration responsibilities with the Engineer (Computer Specialist) of non-OpenNet+ servers, computers and web based systems.

Give advice of all non-OpenNet+ equipment in need of repair and how to obtain warranties. In addition, repairs (physical or logical errors in the system).

Informally trains INL employees in proprietary applications used on non-OpenNet+ systems (AMMS, Primavera,).

Informally trains INL employees in commercial applications used on non-OpenNet+ systems (Windows, Office, and AutoCAD).

Maintenance and administration of non-OpenNet+ INL applications

30%

Install and configure non-OpenNet+ operating systems, including: server and client network devices and general purpose applications in accordance with the Department of State Policies.

Shares with the Engineer (Computer Specialist) the administration of applications for INL and INL-supported computer network for an average of 100 computers.

Provides technical advice to INL Procurement Section and users in solicitation and analysis of bids for non-OpenNet+ computer and related data processing equipment, programming, training and operation services procured for INL supported programs.

Support to Department of State OpenNet+ Network Systems

15%

Responsible to coordinate and liaise with post's Information Systems Center (ISC) for design, installation, operation, maintenance, repair, analysis and planning for system improvements for INL internal State Open Net network Systems. Implementation of system policies and program guidance to support applications under this operating system. (ISC is responsible to define and determine the most appropriate action to resolve system problems). Responsible for coordination with ISC for instruction and training of new users. Coordinates with ISC to ensure that ISC provides operating support for all INL computer users including assistance and advice on software and hardware.

Provides requirements and needs assessment to the ISC section for computer supplies and equipment to be purchase. (ISC will handle placing all procurements for OpenNet+ equipment and software)

In addition, gives advice related to the necessary repairs needed and assists users with placing helpdesk tickets for Open Net+ issues.

Informally trains INL employees in proprietary applications used on OpenNet+ systems (AMMS, Primavera, and LFMS).

Informally trains INL employees in commercial applications used on OpenNet+ systems (Windows, Office, and AutoCAD).

Develop technical specifications and drawings for INL supported projects including: electrical connections for low, mid and high voltage power networks, structured wiring system, communication networks, fire protection systems, control systems, lighting protection, heating ventilation and air-conditioning systems. This work includes analysis of user needs, thru site survey and data gathering, specifications, drawings, quantity takeoffs and calculations as well as quality assurance on site.

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Bachelor's degree in the field of Electrical Engineering, computer science, electronics engineering or systems engineering is required. Professional Colombian license is required.

b. Prior Work Experience:

At least one (1) year experience in network administration and support or experience in electrical installations (power stations, grounding systems) and internal electrical connection is required.

c. Post Entry Training:

Technical update and continued certified training on systems or services employed by the INL section. Smith Drivers training.

d. Language Proficiency:

English level 3 (Good working knowledge) is required. Spanish level 4 (fluent) is required.

e. Knowledge:

Good working knowledge in electrical installations (power stations, control systems, Lighting systems, grounding systems, and internal networks and structured wiring) is required.

Good working knowledge in Fire Protection and HVAC systems is required.

Good working knowledge in AUTOCAD is required.

Good working knowledge in network administration, software development and help desk is required.

Good working knowledge in software development (Visual Studio, SQL Studio, .NET and Java) is required.

Must have basic Knowledge in Microsoft Operating Systems and Networking.

f. Skills and Abilities

Must be proficient in typing.

Must have good knowledge of office machines and computers.

Must have good Interpersonal and intercommunication skills

Must have advanced knowledge in Microsoft Office Suite

Good driving skills for driving a government owned vehicle in and outside Bogota and a Category C1 local driver's license are required.

Ability in diagnostic and solution different hardware problems in timely way is required

16. Position Elements

a. Supervision Received:

Works under the direct supervision of the INL Engineer (Computer Specialist) position # A600194.

b. Available Guidelines:

Federal Acquisitions Regulations and Section Policy

c. Exercise of Judgment:

Must be able to apply logic in determining estimates, conduct comparative status and evaluate vendors' performance

d. Authority to Make Commitments

None

e. Nature, Level and Purpose of Contacts:

Embassy Personnel, vendors, U.S. Officers, Colombian Government employees (Military Forces), INL personnel in Washington and A/OPE personnel.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

Three months.

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