



EMPLOYMENT OPPORTUNITY
The United States Consulate General seeks applicants for the position of
Information Systems Center Manager

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for performing a wide variety of IT duties. Manages and is responsible for all data processing equipment and systems. Assists users on all networks and maintains all specialized hardware and software.
- Analyzes and provides input for IT budget plan, including annual budget figures for lifecycle costs of all IT equipment.
- Performs classified shipping, receiving, screening and distribution functions in the Information Systems Center.

QUALIFICATIONS REQUIRED

- A baccalaureate degree in the field of Computer Science or Information Technology Systems is required
- Microsoft Certified Solutions Expert (MCSE) certification or Microsoft Certified IT Professional (MCITP) certification is required.
- A minimum of three years experience working with computer networks is required, or a minimum of three years Systems Administrator, systems maintenance and network management is required, or a combination of the two.
- Must be proficient in operating Microsoft programs (Excel, PowerPoint, and Word).
- English, Level 4 (fluent) speaking, reading, writing is required.
- Must have a valid driver's license.
- Must be able to obtain and maintain a Top Secret security clearance.

WHO MAY APPLY: Applicants **must** be a **United States Citizen** residing in Curacao and have the required work and/or residency permits.

HOW TO APPLY: Interested candidates must submit the following to be considered:

1. Application for Federal Employment (DS-174) (available on our website); or
2. A current résumé or CV **that provides the same information as the DS-174;**
3. A valid driver's license; plus
4. Any other documentation that addresses the qualification requirements.

NOTE: U.S. Veterans preference applicants must provide Form DD-214 copy with their application. Application forms must be sent to the Human Resources Office at hrocuracao@state.gov by Friday, July 13, 2012. Please provide a return/ mailing address.

Vacancy and application form (DS-174) can be found on the Consulate's website at http://curacao.usconsulate.gov/job_opportunities.html.

Deadline is Tuesday, July 17, 2012.