Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 9

The U.S. Embassy in Cairo is seeking an individual for the position of **Refrigeration and AC Mechanic** in Facilities office**.**

OPEN TO: All interested candidates

POSITION: **Refrigeration and AC Mechanic (2 Positions)**- LES-4(1); FP-AA(2)

OPENING DATE: January 22, 2015

CLOSING DATE: February 5, 2015

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

SALARY: (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-4, step 1 is L.E. 35,655.

(2) Actual FP grade and salary will be determined by the US Department of State.

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

BASIC FUNCTION OF POSITION

Under the supervision of the Foreman, the Air Conditioning Mechanic/Technician maintains and repairs air conditioning units in U.S. Government owned and leased offices and residences in the greater Cairo area, including single window type, split units, central systems chiller and air handling units. Diagnoses problems, makes necessary repairs and performs scheduled preventive maintenance. Assists in maintaining, repairing and installing major appliances such as refrigerators, freezers, dishwashers, and gas and electric stoves. Performs preventive maintenance for electric control panels, motors and pumps.

QUALIFICATIONS REQUIRED

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

1. Completion of Secondary school or trade school is required.

2. Two years hands-on experience working as a journeyman air conditioning technician is required.

3. English – Level II (limited knowledge); Arabic – Level IV (fluent)

SELECTION PROCESS

"Mission policy prohibits pre-selection of applicants."

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, 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 U.S. Citizen EFMs who hold an FMA appointment 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 applicants for this position must submit the following to be considered:

1. Universal Application for Employment (UAE) DS-174 available on http://egypt.usembassy.gov/hr.html
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Lamiaa Hafez or Cindy El Deib
U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City
Email: **cairojobs@state.gov**

POINT OF CONTACT

Lamiaa Hafez or Cindy El Deib
Telephone: 2797-3001 - FAX: 2797-2611

Drafted: LHafez

Cleared: DElGohary
Approved: Tod Duran

CLOSING DATE FOR THIS POSITION: February 5, 2015

The US Mission in Cairo 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.