



VACANCY ANNOUNCEMENT
HRM-750-FR-19

Issue Number: 01

Date: 03/10/2005



ANNOUNCEMENT NUMBER: 82

- OPEN TO:** All Interested Candidates.
- POSITION:** Computer Management Assistant (LAN)
(Alexandria), LES-9⁽¹⁾; FP-5⁽²⁾
- OPENING DATE:** July 24, 2012
- CLOSING DATE:** August 7, 2012
- 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-9, step 1 is L.E. 100,771.
- (2) Actual FP grade and salary will be determined by the US Department of State.

Notes: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

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

The US Embassy is seeking an individual for the position of Computer Management Assistant (LAN) in the American Presence Post (APP) Office based in Alexandria.



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BASIC FUNCTION OF POSITION

The incumbent of this position is the LAN Administrator for the American Center Alexandria. Incumbent serves 35 users from several Embassy sections. Incumbent reports directly to LES LAN Systems Manager in Cairo and is reviewed by the Information Systems Officer. Incumbent receives day-to-day guidance and directions from the Alexandria LAN System Administrator team leader and CG.

The LAN Systems Administrator is responsible for installation and maintenance of the local area network hardware and software, installation and maintenance of applications on servers and workstations, training and support of the user community, interface with local vendors, oversight of system security, and diagnostics and troubleshooting of LAN hardware, software, and network cabling infrastructure. The incumbent is responsible for handling printer servers, gateways, telecommunication and routers to other systems in Cairo and executing the backup procedures. The incumbent is responsible for performing all tasks in accordance with the ICASS Universal Service Standards.

QUALIFICATIONS REQUIRED

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

1. A university degree in Business Computing or Computer Science is required. Technical training in network administration, such as Microsoft Certified System Engineer is required.
2. Four years of experience in network administration, at least two years of which must be in Windows Server Operating Systems environment with significant telecommunications systems is required.
3. Level III (good working knowledge) of English and level IV (fluent) in Arabic is required.

SELECTION PROCESS



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When equally qualified, US Citizen Eligible Family Members (EFMs) 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 for advertised positions.
3. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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 or the application will not be considered:

1. The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html>)

2. Candidates must provide in the application or (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.



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SUBMIT APPLICATION TO

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

"Mission policy prohibits pre-selection of applicants."

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

- and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.



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3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 7, 2012

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.