

AMERICAN EMBASSY MALABO, Equatorial Guinea

Vacancy Announcement

No. 2011-029	Date: June 27, 2011	Ref:
Subject:	COMPUTER MANAGEMENT (LAN) ASSISTANT	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates
POSITION: FSN-7, Computer Management (LAN) Assistant
OPENING DATE: June 27, 2011
CLOSING DATE: July 11, 2011
WORK HOURS: Full-time; 40 hours/week
SALARY: 8,595,774 XAF p.a.
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in **Malabo, Equatorial Guinea** is accepting applications for the position of **Computer Management (LAN) Assistant**.

BASIC FUNCTION OF POSITION

Incumbent is one of two Information Technology personnel and is responsible for daily administration of the OpenNetPlus LAN, Internet and other standalone's; job holder applies all appropriate security standards and configurations as required to all hardware and software systems; incumbent is responsible for resources by ensuring sufficient protection against natural hazards as well as virus, worms, social engineering and other forms of direct attack are guarded against. Incumbent installs and configures hardware and software per security requirements and standard operating procedures. Job holder maintains and updates both the internet and intranet websites in coordination with the public diplomacy/consular section.

Incumbent is responsible for the preparation and shipment of outgoing unclassified pouches, maintaining shipping documents and keeping records updated.

A copy of the complete position description listing the major duties and responsibilities is available in the Office of Human Resources.

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

Education: Two year post-secondary study diploma from recognized educational institution in Computer Science, Information Technology, Network Infrastructure, Network Administration or Communications.

Experience: Three years' experience as an IT Systems Administrator in a small to medium sized domain. Must have been responsible for the administration of the LAN as well as the daily operations and maintenance.

Language Proficiency: English Level III (Good Working Knowledge) in speaking/reading/writing) is required. Spanish Level II (Limited) in speaking/reading is required.

Job knowledge: Good understanding of Local Area Network hardware/software components, Microsoft Windows operating systems, and capability to self-instruct in the area of application/hardware installation and use.

Skills and Abilities: Knowledge of local telecommunications infrastructure with contacts for assistance including local ISPs. Good working knowledge of vendors and service providers in IT, ISP, computers. Technical knowledge of hardware maintenance and wiring. Knowledge of the various Windows operating systems, administration of routers and switches, Exchange server administration and the MS Office suite. Must possess strong interpersonal skills to work with end-users at all levels at post, as well as Bureau, Department personnel and vendors.

SELECTION PROCESS: When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically 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 US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents 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.
6. All completed applications received by the closing date will be reviewed by HR to determine which applicants meet the advertised position's required qualifications. When appropriate, the Human Resources Office will administer necessary skill testing, such as language proficiency or typing, to confirm an applicant's qualifications.

TO APPLY

Interested applicants for this position must submit their applications according to the recommendations below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**); available at the Embassy Gate and Internet Web site. This form must be completed in English;
 2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the requirements of the position as listed.
 3. Indicate position title and vacancy announcement number on the top right corner of the envelope or application form.
 4. If applying by email, indicate the position title and vacancy announcement number on the subject line at the following address: malaboapplicant@state.gov
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

Embassy of the United States of America,
KM-3 Carretera de Aeropuerto (El Paraíso),
Malabo - Equatorial Guinea

or malaboapplicant@state.gov

POINT OF CONTACT: Tel: (+240) 333-098 895, HR Section

DEFINITIONS

1. 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.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS and uniform 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.
3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
 - Have US citizenship;
 - Be at least age 18;
 - Be listed as a spouse or dependant on the travel orders of a Foreign, 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; and either
 - Be resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
 - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

CLOSING DATE FOR THIS POSITION is JULY 11, 2011
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AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Malabo 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.