

# AMERICAN EMBASSY MALABO, Equatorial Guinea

## Vacancy Announcement

No. 2012-019	Date: December 20, 2012	Ref:
Subject:	HEATING, VENTILATION AND AIR CONDITIONING TECHNICIAN	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates  
**POSITION:** HVAC Technician  
**GRADE:** FSN-5 (Training grade) XAF 5,740,378 p.a.  
FSN-6 (Full grade) XAF 7,257,867 p.a.  
**OPENING DATE:** December 19, 2012  
**CLOSING DATE:** Open Until Filled  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** XAF 5,740,378 p.a.  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

### NOTE:

- At the FSN-5 level, selectee is expected to be promoted to the target grade of FSN-6. A year must be spent at grade FSN-5, and the supervisor must recommend promotion.
- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS NOT CONTACTED WITHIN 30 DAYS SHOULD CONSIDER THEIR APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED OF THE RESULTS OF THE INTERVIEW.

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ a suitable and qualified candidate for the position of **HVAC TECHNICIAN**.

### BASIC FUNCTION OF POSITION

Under the supervision of the Facility Manager or an assigned Maintenance Supervisor, the incumbent is employed as a Heating, Ventilation, and Air Conditioning (HVAC) Technician to accomplish skilled maintenance and repair work throughout the New Embassy Compound (NEC) buildings, grounds and residential owned/leased properties. Work assignments including hardware, associated peripherals, configuration, optimization, repair of HVAC distribution, chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, motorized valves, chilled water piping, circulation pumps, damper motors, controllers, actuators, HVAC water treatment systems, Building Automated System (BAS) and other control devices.

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

### 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.

1. **Education:** Successful completion of secondary school. Completion of vocational training with a concentration in HVAC principles and application.
2. **Experience:** Minimum of four (4) years experience in operation and maintenance of building HVAC systems, controls and associated equipment in a large, modern commercial or Government buildings; a minimum of two (2) years experience as an HVAC Technician and one (1) year experience working on handling of High Efficiency air filters / Carbon Absorbers, DDC controls and water treatment systems

are required for FSN-5. A minimum of 5 to 7 years experience in operation and maintenance of building HVAC systems, controls and associated equipment in a large, modern commercial or Government buildings; a minimum of three (3) years experience as an HVAC Technician and two (2) years experience working on handling of High Efficiency air filters / Carbon Absorbers, DDC controls and water treatment system are required for FSN-6. Knowledge of US building, electrical, mechanical, fire and life safety codes; building and trade standards.

3. **Language:** Level III in both English and Spanish language written, and spoken proficiency required.
4. **Job knowledge:** The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a very good technical understanding of major building HVAC/mechanical systems and equipment with a specialty in controls. Knowledge of reading technical documents, interpreting maintenance plans and technical literature is required and highly emphasized. General computer literacy is required in multiple applications (MS Office).
5. **Skills and Abilities:** The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing HVAC systems and components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building HVAC/mechanical systems and work with the controls technicians on associated devices. Must have substantial skill in comprehending engineering reports, specifications and related materials in English. Must be organized.

#### **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 EFMs 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.

#### **TO APPLY**

Interested applicants for this position must submit their applications according to the instructions 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 qualifications for the position as listed.
  3. Indicate the position title and the 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 and send the application to the following address: [malaboapplicant@state.gov](mailto: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](mailto:malaboapplicant@state.gov)

**POINT OF CONTACT:**

Tel: (+240) 333098895, 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 residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen Eligible Family Members (EFM) and EFMs of Foreign Service, Civil Service and uniformed service members who are eligible for employment under a US government 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 dependent 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

<b>THIS POSITION IS OPEN UNTIL FILLED</b>
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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.