AMERICAN EMBASSY MALABO, Equatorial Guinea
Vacancy Announcement

No. 2016-016	Date: July 8, 2016	Ref:
Subject:	**COMPUTER MANAGEMENT (LAN) ASSISTANT (One Position)**	
Location:	**MALABO - DEPARTMENT OF STATE**	
Applicability:	**ALL INTERESTED CANDIDATES**	

OPEN TO: **All Interested Candidates**
POSITION: **Computer Management (LAN) Assistant, FSN-7/FP-7***
OPENING DATE: July 8, 2016
CLOSING DATE: July 23, 2016
WORK HOURS: **Full-time; 40 hours/week**
SALARY: **OR – Ordinarily Resident – XAF 8,595,774 p.a.**
(Starting basic salary) Position Grade: FSN-7

***EFM/AEFM/MOH/NOR: US$41,206 (Starting salary) p.a.**
(Position grade: FP-7 to be confirmed by Washington)

NOTE:

- **ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. AN ELIGIBLE FAMILY MEMBER (EFM) DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

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 one suitable and qualified candidate for the position of **Computer Management (LAN) Asst. Applicants must provide all information requested in the DS-174, failure to do so will result in automatic disqualification**.

BASIC FUNCTION OF POSITION

Incumbent is the junior of two Information Management positions responsible for the administration, operation and maintenance of post's unclassified Local Area Network (LAN), communications infrastructure and systems hardware and software of the Mission. Incumbent is responsible for ensuring that security configurations are applied under DoS, DS and IRM regulations and practices. Incumbent is responsible for providing for system and user requirements, training, maintenance, procurement and system supplies.

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:** Diploma or equivalent in Computer Science or related field or documented professional education or training which includes communications infrastructure and network wiring and hardware maintenance.
2. **Experience:** Three years experienced 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.
3. **Language:** Level III in written and spoken English/Spanish are required. **This will be tested**.
4. **Skills and Abilities:** Significant computer and telecommunications skills.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically addresses 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 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 (http://malabo.usembassy.gov/about-us/job-opportunities.html). 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.

- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy Malabo,
Address: Malabo II Highway,
or email: malaboapplicant@state.gov
Malabo - Equatorial Guinea

POINT OF CONTACT:

HR Section, Tel: (+240) 333095741, Ext. 4339.

THE CLOSING DATE OF THIS POSITION IS JULY 23, 2016

AN EQUAL OPPORTUNITY EMPLOYER

The U.S. 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.

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) **– For purposes of receiving a preference in hiring for a qualified position**, an EFM who meets the following criteria:

- U.S. Citizen; and,

- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is <u>not</u> a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.