

Announcement Number 22/12

OPEN TO: All Interested Candidates
POSITION: **Computer Management Specialist**
LES-10*; FP-5 (step 5 through 14);**
LES-11*; FP- 4**
 (*Actual grade and salary will be based on the qualifications of the Applicant;
 **Position Grade for Not Ordinarily Resident FP- 5 (step 5 through 14) and
 FP-4 to be determined by Washington)
OPENING DATE: **April 30, 2012**
CLOSING DATE: **May 14, 2012**
WORK HOURS: **Full-time, 40 hrs week**

NOTE: Please read the announcement carefully. Applicants should indicate the vacancy for which they are applying at the top of CV. Only short listed candidates will be contacted. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government, and note the type of relationship.

US Embassy Tbilisi is seeking one individual for the position of Computer Management Specialist in Information Systems Center (ISC).

BASIC FUNCTION OF POSITION:

This position is the Senior Computer Management Specialist (CMS) position located in the Information Systems Center (ISC). The primary purpose of this position is to serve as systems manager of the mission's unclassified and Sensitive But Unclassified computer networks and to oversee the effective operation of all unclassified telecommunications circuits. The CMS develops proposed policies and procedures, and recommends procurement of equipment and software. The CMS ensures all customer work requests are completed on time and to the satisfaction for the entire embassy community. In the absence of Information Systems Officer, the incumbent is required to perform all tasks equivalent of a USDH FS-03. The incumbent has overall responsibility for the entire SEU and unclassified asset inventory valued at nearly 1.5 million US Dollars.

QUALIFICATIONS REQUIRED:

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

- University degree in computer science or information systems or management is required.
- Five years of progressively responsible experience, primarily of a technical, administrative, or business management nature, 2 years of which should have been with English language systems and programs in a U.S. Agency computer operation. At least 3 years of computer management experience is required with progressively responsible managerial duties.
- Level IV (Fluent) Speaking/Reading/Writing **English** is required. This will be tested. Level IV (Fluent) Speaking/Reading/Writing **Georgian** is required. This may be tested;
- Comprehensive and advanced knowledge of systems analysis and design techniques; computer equipment and software capabilities/limitations; Automatic Data Processing procedures and standards; standard work processes and management principles; fact-finding techniques; programming techniques; system/program documentation techniques; programs, objectives, relationships, and management practices of post and agencies served; and current equipment systems technology. General Embassy-specific IT technology and practice; electronics as well as knowledge of data transmission techniques and operation. Data organization, management, systems operation, physical and data security requirements, computer and peripheral equipment operation and troubleshooting knowledge. Knowledge of designing and developing sophisticated Web sites' featuring interactively, E-commerce, and dynamic HTML pages driven by a database system.

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- Strong technical skills to troubleshoot, diagnose, and resolve hardware and software problems and to maximize the capabilities of the organization computer resources. Good skills to develop and maintain two-way communications and promote computer and automation services. Familiarity with computer and related equipment, data management routines, data restore procedures, utility programs. Outstanding ability in fact gathering and analysis, and in logic application, systems documentation, and testing. Good supervisory skills. Must be an effective manager and skilled in interpersonal relationships. Demonstrated ability to lead and work with others.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential 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 E.F.M.s who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NOIs 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. Application for US Federal Employment DS-174; or
2. A current Resume or Curriculum Vitae that provides the same information as a DS-174; (**please indicate months and years of all employments, for n s should be in English**);
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their applications;
4. Any other documentation (e.g. essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. **You may apply on-line using the HR@bilisi@state.gov email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Tbilisi:
<http://georgia.usembassy.gov/about-us/employment-opportunities--tenders2.html>**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN ADVERTISED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

MAIL APPLICATION TO:

Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 227-77-07

Announcement Number 22/12**DEFINITIONS:**

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

- US Citizen; and,
- EFM (see below) 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 US Government employee in one of the following ways:

- Spouse or same-sex domestic partner as defined in 3 FAM 1610.
- 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; Parent (including step parents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support; Sibling (including step-siblings and stepbrothers, or adoptive sister or brother) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

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 US Citizen.

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

- Is not a citizen of the host country; and,
- Does not ordinarily reside (O.R., see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US 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 US 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 US Social Security Numbers are also OR. All CR employees, including US citizens, are compensated in accordance with the LCP.

Closing Date for This Position: May 14, 2012

The US Mission in Tbilisi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability,

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age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through contingent diversity enhancement program.

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.

Viki Thomson
Human Resources Officer

Jaws PDF Creator

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