



USAID | HONDURAS

FROM THE AMERICAN PEOPLE

Vacancy Announcement No. ST-FSN-31-14

OPEN TO: All interested candidates who have the required work permit.

FULL LEVEL OF PERFORMANCE: FSN PSC – 5

LOCATION OF POSITION: Executive Office Tegucigalpa, Honduras

POSITION TITLE: Maintenance Foreman (Electrician/AC)

OPENING DATE: April 25, 2014

CLOSING DATE: May 9, 2014

WORK HOURS: Monday through Friday (40 hours per week)

SALARY: Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from Lps. 147,305.00 to Lps. 250,425.00 per year.

BASIC FUNCTION:

The incumbent performs a combination of journeyman mechanic level and semi-skilled tasks in the maintenance and repair of buildings and equipment. Incumbent will be engaged in preventive maintenance and repairs of structures, systems, and associated equipment of the office building and surrounding property. Incumbent will also be engaged in all electrical work and repair of electrical systems.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. The incumbent may be required to perform other duties as assigned by the agency.

1. Performs electrical work and repairs electrical systems and equipment, semi-skilled refrigeration and air-conditioning mechanic work involved in the installation, maintenance, and repair of electric powered refrigeration and air-conditioning equipment and systems of all types including, but not limited to, office refrigerators and freezers, cold storage equipment, dehumidifiers, water coolers, air conditioning systems and mini-splits. Disassembles equipment and adjusts, repairs, or replaces defective condensers, switches, electrical wiring, valves, pipes and other controls. The incumbent uses hand tools such as screwdrivers, wrenches, and pliers; welding, soldering and cutting equipment; and various electric and other testing instruments in order to perform these tasks. 50%
2. Performs semiskilled work in the maintenance and repair of the office building and surrounding areas including welding, plumbing and carpentry. Examines the faulty equipment to determine the nature and extent of work that will be required. 20%
3. Performs preventive maintenance by periodically inspecting, testing, cleaning and servicing equipment. Remodels offices with trans wall equipment and dry-wall material in the USAID building. 10%
4. Escorts and assists outside contractors performing specialized tasks during and after office hours. 10%
5. Attends emergencies in the USAID building and assists with procurement activities as approved by the GSO Coordinator and Deputy Executive Officer. 5%

6. Installs, maintains and repairs generators, UPS and inverters in the office building.

5%

REQUIRED QUALIFICATIONS:

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

EDUCATION: Completion of secondary school is required. Completion of vocational school or appropriate apprenticeship as electrician is required. Studies in refrigeration and air conditioning are desired.

EXPERIENCE: A minimum of five (5) years of experience as an electrician are required. Experience in air conditioning and refrigeration is desirable.

LANGUAGE: Level I English (Rudimentary Knowledge) and Level III Spanish (Good Working Knowledge) are required. This will be tested.

KNOWLEDGE: Must have a standard knowledge in the proper use of maintenance tools and established trade practices and procedures for plumbing, painting, repairing electrical appliances and working with electrical systems. Working knowledge of U.S. codes and standards is desirable.

SKILLS AND

ABILITIES: Highly developed dexterity and sensory skills in performing extensive manual labor is required. Ability to operate non-motorized, simple mechanical lifting aids (electrical drill, digital meter, welding machine) and to perform a number of rudimentary tasks or procedures using standard equipment or techniques is required. Basic understanding of arithmetic is required. Excellent interpersonal and communication skills and the ability to work as part of a team are required.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or have the required work permits to be eligible for consideration.

TO APPLY:

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: TGGUSAID@state.gov

POINT OF CONTACT:

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

CLOSING DATE FOR THIS POSITION: MAY 9, 2014

The US Mission in Tegucigalpa, Honduras 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.

See <http://honduras.usembassy.gov> or <http://transition.usaid.gov/hn/employment.html>
for additional information and employment opportunities

Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
 - Is not 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 US Social Security Number (SSN).
 - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
 - Is a local 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 OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).