



**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 15-053**

**OPEN TO:** All Interested Candidates

**POSITION:** Audio Visual Technician, FSN-0635-07, DLA-559024  
(Personal Services Agreement)

**OPENING DATE:** September 1, 2015

**CLOSING DATE:** September 15, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) - Grade: FP-07  
Ordinarily Resident (OR) - Grade: FSN-07\*  
\*Starting salary will be determined on the basis of qualifications and  
experience, and/or salary history.

**ALL NOT ORDINARILY RESIDENT (NOR) APPLICANTS (See Definitions) MUST ATTACH THE REQUIRED WORK PERMIT-VISA, RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (Applications that do not provide the required documentation will not be considered)**

The U.S. Embassy in New Delhi is seeking an individual for the position of Audio Visual Technician in the Information Resources Management Office.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

**BASIC FUNCTION OF POSITION**

Serve as the main authority in the specialized areas of multimedia technology and mobile computing in all the events of US Embassy, New Delhi. The incumbent will set up, operate, and maintain equipment used to support the multimedia events. S/He will be responsible for overseeing the installation of equipment and training of personnel in its use.

Performs the following duties, though not limited to:

### **Audio Visual Programs - Satellite, Cable TV , Vbrick**

- Responsible for installation and operation of the satellite TV system.
- Responsible for all maintenance and repairs and also coordinate services between Mission technicians and outside technical support providers.
- Responsible for administration and monitoring of all television systems including TV multicast systems like Vbrick as well as the display monitors that are linked to this system throughout various Mission locations.
- Responsible for troubleshooting cable/satellite TV system issues. Consult on technical matters with the cable/satellite TV providers for enhancements and other technical matters.

### **Digital Video Conferencing:**

- Provide technical coordination of Audio and Visual Programs in conjunction with the requesting organization or program officer.
- Responsible for overseeing of broadcasts, Webinars, conference calls, and DVCs (Digital Video Conferences) with locations across India and around the world. Coordinate site coverage, beginning with pre-broadcast preparation. Ensure a clear conference channel by analyzing requested bandwidth, evaluating available frequencies, and determining which frequency will provide optimal transmission. Coordinate and administer pre broadcast testing between conference points. Monitor equipment and communication links and work with technicians at remote sites to resolve problems as they arise.
- Responsible for identifying, analyzing, and evaluating available resources (e.g., connectivity, equipment, and staff) and technical requirements at DVC facilities. Coordinate strategies including budgeting estimates for future requirements of the program. Identify and contact vendors that provide DVC support and equipment repair throughout India.
- Ensure that all the current Mission India DVC installations are adequately equipped and in a constant state of readiness for use.

### **Mobile Computing:**

- Responsible for the administration and maintenance of the mobile computing programs at post. Responsible for researching, purchasing, and installing mobile equipment in accordance with US Government standards and regulations.
- Liaisoning with the telephone account section with regards to contracts with local providers of mobile computing networks and with IRM mobile computing departments in Washington responsible for administering centralized networks.
- Keeping up-to-date with latest technologies and trends in mobile equipment and be fully conversant with items currently authorized by the Department Guidelines.

### **Presentations & Additional AV Programs:**

- Assist in installing and setup of equipment used for in-house presentations.
- Assist in coordinating and managing the presentations held at outside locations and provide access to other computers located at different places.
- Responsible for maintenance and good working order of screens, projectors, audio systems and any stand-alone systems used for presentations.

- Responsible for installation, operation, and maintenance of the satellite TV systems at the Embassy.
- Troubleshooting of official cable/satellite TV issues and consults on technical matters with the providers. Ensure all maintenance and repairs are coordinated between Mission technicians and outside support providers.

### **Digital Signage:**

- Primarily responsible for systems administration and content management of The Embassy Digital Signage system.
- Expected to maintain proficiency with the latest software updates, keeping in contact with technical support vendors and provide ad hoc training for customers in content creation.
- Responsible to coordinate technical administrative actions affecting network connectivity with the Information Systems Center administrative staff as required to accomplish the mission.

### **Administrative Duties:**

- Consult and coordinate with General Services Office in Mission to make purchases and/or provide maintenance for the ISDN lines, multimedia equipment, furniture and accessories related to DVCs, television, and digital signage.
- Administer all necessary maintenance contracts and training agreements.
- Coordinate and keep liaison between with other agencies to discuss, analyze, and resolve any potential problems with equipment, installations, internet connections, and scheduling conflicts.
- Maintain an up-to-date inventory of all multimedia equipment Mission wide and recommend regular maintenance and replacements.
- Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov).

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered. It is recommended that you attach a supplemental statement specifically addressing the following requirements).**

1. Completion of Class X along with two years diploma in Information Technology/Electronics/Telecommunication is required.
2. Minimum three years of experience in audio visual systems, distribution of analog/digital content (cable television) is required.
3. Level III (Good working knowledge) in English and Level IV (Fluent) in Hindi (Speaking/Reading/Writing) is required. **(When applying for the position, please indicate your level of proficiency for these languages)**
4. In-depth technical knowledge of mobile computing and digital video conferencing operations is required in addition to good knowledge of IT and television networks related components/equipments.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. 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 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 NORs and 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 should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website. Must answer all the questions in DS-174 application form.

[http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) **or** (see below)

2. A current resume or curriculum vitae that provides the same information found on the Universal Application for Employment; **or** (see below)
3. 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; **plus** (see below)
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

**SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office (Recruitment Team)  
Shantipath, Chanakyapuri  
New Delhi 110 021

**or**

FAX: 2419-8056

**or**

E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

**POINT OF CONTACT**

Telephone: 24198227/8369

Please insert **15-053**(Vacancy Announcement Number) in the Subject of the E-mail [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov). Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

## DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. 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 stepparents 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;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) 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.

2. **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.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **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, 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.

5. **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 U.S. Social Security Number (SSN).

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

6. **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 Local Compensation Plan (LCP).

#### **CLOSING DATE FOR THIS POSITION: (September 15, 2015)**

The U.S. Mission in New Delhi 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.