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AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 16-074

Open To: All Interested Candidates

Position: Technical Officer
Based in New Delhi

Opening Date: 31 August 2016

Closing Date: 14 September 2016

Work Hours: Full-Time; 40 hours/week

Starting Salary: Grade LHS-8 or LHS-9 (depending on experience level)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The US Embassy in New Delhi seeks qualified applicants with technical background for a Technical Officer in New Delhi, with skills in engineering.

Basic Function of Position:

- Manages technical systems and equipment.
- Provides user support on technical systems.
- Provides contractor/vendor management.
- Develops relationships and sustains networks with international colleagues and customers.
- Develops and maintains knowledge, skills, and expertise through self-development activities.

The successful candidate will provide both engineering and systems administration services. The primary responsibility will be to provide hardware, operating systems, and software applications support on different commercial platforms with proprietary government applications. Within access limits, administers security on deployed systems aligned with enterprise policies. The candidate will support a client-server based technical system and will need to demonstrate the ability to manage

systems and equipment providing superior level support to users in person, by telephone, and via video conferencing. The candidate should have the ability to gather information and use critical thinking skills, applying logic to resolve an array of technical system problems.

Skills & Abilities:

- Ability to maintain current technical mission systems to ensure performance, reliability, and availability.
- Information-gathering and critical thinking skills, applying logic to resolve an array of technical system problems.
- Ability to work collaboratively and effectively in a multicultural, dispersed team environment.
- Ability to share knowledge, skills and common practices with colleagues.
- Ability to prioritize tasks to meet mission requirements.
- Time management and organizational skills.
- Ability to communicate clearly, both orally and in writing.

Qualifications Required

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education: University degree /diploma in an applicable technical field or professional qualification in electrical, electronics, telecommunications engineering, or a related discipline. **(Indicate completion / non completion by checking Yes/No under the education requirement item no. 19. Did you graduate on the form DS-174) Also specify the name of course and subjects for each qualification you possess.)**
2. Work Experience:
LHS 8: Two to three years of significant work experience in electrical, electronics, telecommunications, or in a related discipline.
LHS 9: Minimum of five years of significant work experience in electrical, electronics, telecommunications, or in a related discipline.
(Elaborate job responsibilities under item no. 21 (a/b/c/d) on the form DS-174. You may also attach annexures in case you would like to provide any further information/details).
3. Level IV (Fluency) in English and Hindi (Speaking/Reading/Writing) is required. **(When applying for the position, please indicate your level of proficiency for these languages. This will be tested.)**
4. Knowledge:
 - Broad knowledge of a wide range telecommunications system including satellite collection, television, radio, computers, interference suppressors, ETL switch, Harris router, fiber optics (cable transmit and receive), and distribution/recording equipment.
 - Working knowledge of cloud-based architectures.
 - Working knowledge of VM Ware, MS operating platforms, and networking.

Work Environment:

Work is performed in an office environment at the US Embassy in New Delhi. Work may require extended hours, shifts, and weekends/holiday duty on a rotational basis. Work may require occasional travel.

Following are the mandatory requirements/pre-requisites for employment with U.S. Embassy, New Delhi. Each applicant is required to provide these documents and applications for each position you are interested in. Applications which do not provide the following supporting documents will not be accepted:

1. **Eligibility to work in India:** Please attach a copy (**please do not attach original documents**) of any one of the document that confirms your legal eligibility to work in India (for example: Work Permit, Residency Permit, Overseas Citizen of India (OCI), Person of Indian Origin (PIO) copy of passport, PAN Card, Voter's ID, Adhaar Card, Valid Driving License, etc.).
2. **Educational Documents:** Please attach copies of school certificates/Degree/Diploma courses or any other required course certificates as listed on the vacancy announcement.
3. **Trainings / Certificates / Computer or any other academic course:** Any Skilled or Semi-Skilled trainings/courses undertaken and completed as required on the vacancy announcement.
4. **Other documents:** Please attach any other document (e.g. licenses/Certification) if requested above under qualifications required section.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local security certification and medical clearance.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website [http://UniversalApplicationforEmployment\(UAE\)\(Form-DS-174\).html](http://UniversalApplicationforEmployment(UAE)(Form-DS-174).html) or by contacting Human Resources. (See “For Further Information” above); and

PLEASE NOTE: Effective April 1st 2016, Resumes/Curriculum Vitae/Bio-Data’s **will not be accepted** therefore, completion and providing necessary information on the Universal Application for Employment form (UAE) DS-174 is a must.

“The spacing issue on the DS-174 has been resolved however; you may continue to attach annexures in case you would like to provide any further information/details.”

2. Any additional documentation that supports or addresses the requirements listed above (e.g. degrees, transcripts, language test scores, typing test scores, work and/or residency permits, etc.)

WHERE TO APPLY:

Human Resources Office Recruitment Team
Mailing Address: Human Resources Office, U.S. Embassy,
New Delhi- 110021
E-mail Address: NDTechnicalOfficer@State.gov

Please insert **16-074** (Vacancy Announcement Number) in the Subject of the E-mail NDTechnicalOfficer@State.gov. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and

- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.