

Vacancy Announcement

for U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN 11-58

OPEN TO: Third Country Nationals Only

POSITION: Architect; FSN-11

OPENING DATE: August 21st, 2011

CLOSING DATE: September 3rd, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: \$40,156 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

The U.S. Embassy in Baghdad is seeking an individual for the position of Architect in the Overseas Building Operations (OBO) Section of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

Responsible for all architectural functions and all projects valued at approximately 200 million dollars (multiple projects) within the U.S. Embassy and U.S. Consulate compounds. This includes the East End Housing, Prosperity, Camp Olympia and Camp Condor compounds as well as technical support for regional U.S. Mission Iraq Consulates, Embassy Buildings Offices and other installations.

Incumbent supervises architectural works done by the contractor, performs quality assurance inspections, documents construction daily logs, reviews design/construction submittals, evaluates contractors' pay requests, and recommends solutions for site follow-on projects. Assists in developing independent government estimates and requests for proposals; prepares conceptual drawings as required by the Construction Manager/Project Director. Incumbent reviews construction submittals and inspects actual work done on site to ensure compliance with design drawings and specifications. Strives to ensure completion of projects per schedule, within budget and in accordance with quality standards. Monitors, verifies, and documents work being performed. Provides technical assistance to the U.S. Government (USG) and construction team as needed. Reviews requests for information (RFI's), contractors' proposals for RFPs, and ensures contract performance measures are met per the position discipline. Evaluates project construction to ensure compliance with USG standards.

Prepares architectural drawings, plans and specifications for small scale projects, in accordance with USG standards. Performs all bid process requirements as directed by the Project Director. Provides contract administration services during construction to ensure compliance with the construction documents. Performs related duties as assigned or required by the Project Director/Construction Manager.

The Universal Application Form, TCN program benefits and FAQs can be found at:

<https://iraq2.cms.getusinfo.com/thirdcountryjobopportunities.html>

QUALIFICATIONS REQUIRED

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

1. Bachelor degree in architectural design from an accredited or internationally recognized college or university is required.
2. Seven years or more architectural design experience required.
3. Language requirement in English (level 4) is required.
4. Must take full responsibility in ensuring new architectural, mechanical, electrical and civil/structural design projects meet all current codes. Must have experience in construction administration and project management. Must have experience writing architectural engineering specifications and cost estimations. Must be able to evaluate existing facility architectural systems.
5. Must be experienced with AUTOCAD 2000 or later and Microsoft standard office software applications. Must be proficient in the use of all equipment required for architectural design.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:

TCNISUAmman@state.gov

FOR INQUIRIES PLEASE EMAIL: TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: September 3rd, 2011

The U.S. Mission in Baghdad 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.

Approved: JLehman

Cleared: AMEveritt

Drafted: WFallas

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

OBO Architect FSN - 11

Incumbent is responsible for all architectural projects for U.S. Mission Iraq. The incumbent assists the Project Director in preparing weekly, monthly and other presentation reports as required. The incumbent plans, reviews and designs architectural plans/drawings/specifications and provides oversight of new and existing architectural installations.