

Vacancy Announcement

for U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN-11-66

OPEN TO: Third Country Nationals Only

POSITION: Civil Engineer; FSN-11

OPENING DATE: December 6th, 2011

CLOSING DATE: December 19th, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: US \$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 Civil Engineer in the Overseas Buildings Operations Office (OBO) of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

The Civil Engineer shall inspect construction, review plans, recommend approval of shop drawings and submittals, maintain a daily log of construction activities, develop change orders including preparing cost estimates, and other construction engineering duties related to the construction of projects in Iraq as directed by the OBO Project Director. He/she shall be capable of working independently and shall provide professional engineering services.

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

http://iraq.usembassy.gov/hr_tens.html

QUALIFICATIONS REQUIRED

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

1. Completion of a university degree in civil engineering is required.
2. Prior work experience of no less than five (5) years of work experience in civil engineering, related to building construction and renovations, of which two years of experience is with U.S. codes and criteria is required.
3. Language requirements include fluency in English (level 4).
4. Thorough knowledge in design and construction practices with U.S. civil codes and specifications, thorough professional knowledge in civil design calculations and criteria, preparation of engineering drawings and specification is required.
5. Other requirements include proficiency in MS Office package user for word processing and analysis. Ability to use engineering management software, maintain daily construction inspection logs. Ability to create civil engineering cost estimates, review civil construction drawings for code compliance, and provide briefings to the Project Director on civil issues.

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: December 19th, 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: MKhan
Approved: ERumpf
Cleared: AMEveritt: ISU/HRO
Drafted: AAliah: ISU/HRO

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

Civil Engineer Capsule Position Description FSN - 11

The incumbent develops an in-depth working knowledge of the general contractual and detailed requirements of the construction contract for the project by observing and partaking in the execution of construction. The incumbent assures adherence to approved drawings and specifications, inspects construction workmanship, materials, methods of equipment handlings, and reports to OBO PD (Project Director) as to their conformity and non-conformity to the approved drawings and specifications. Additionally, the incumbent will be asked to prepare drawings, civil load calculations, and specifications and cost estimates for equipment and construction. The incumbent will prepare weekly, monthly and other reports on the progress of construction as required by the OBO PD and provide digital photographic records to support reports. Lastly, the incumbent will review and analyze material samples, catalogs and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contract requirements and prepare written reports on such for the OBO PD. The incumbent will be responsible for U.S. Government property valued at approximately \$0.5 million.