

# American Embassy, Amman

# Vacancy Announcement

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## **ANNOUNCEMENT NUMBER: 14-026**

**OPEN TO:** All Interested Candidates

**POSITION:** Telecommunications Technician, FSN-6

**OPENING DATE:** February 24, 2014

**CLOSING DATE:** March 27, 2014

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

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-8)  
\*Ordinarily Resident: JD 9,035 p.a. (Starting salary)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Amman is seeking an individual to fill a Telecommunications Technician position in the Information Program Center at the U.S. Embassy in Amman.

### **BASIC FUNCTION OF POSITION**

Installs, maintains, and supports all telephone lines on the Embassy compound and in official US Government residences. Installs, maintains, and supports operation of Kenwood and Motorola radios to include base stations, handhelds, and vehicle mounted mobile radios. Supports communication requirements (ISDN, ADSL, and IDD) for VIP visits at off-site hotels in different cities within Jordan (primarily Amman, Dead Sea, Petra, and Aqaba). Maintains Access databases for telephone lines and radio equipment. Performs related duties as required.

### **QUALIFICATIONS REQUIRED**

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

1. At least 2 years of full-time college studies in the telecommunications (telephone, radio, satellite) or electrical field *plus* 3 years of work experience in the telecommunications field involving the planning and execution of network telephone and radio system designs is required.

**OR** completion of high school (Tawjihi or equivalent) *plus* 5 years of work experience in the telecommunications field involving the planning and execution of network telephone and radio system designs is required.

**Supporting documentation (i.e., College's certificate) must be included in the application for eligibility purposes.**

**يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق.**

2. Level 2 (Limited) in English and level 4 (Fluent) in Arabic languages is required. English proficiency will be tested. A score of 405 on the TOEIC exam or 344 on the TOFEL exam is acceptable. Examination scores should have been recorded within the last six months.
3. Thorough knowledge of telephone and radio communications theory and practice; including installation, operation, maintenance, testing and troubleshooting. Demonstrated understanding of international telecommunications and radio standards. Specific knowledge of host country telecommunication and radio regulations and protocols.
4. Good Management and record keeping skills. The ability to read and interpret technical documents and schematics. Must be able to communicate effectively with a wide range of technical and management personnel. Must be able to work independently.
5. Experience using a variety of hand and power tools and electronic diagnostic equipment, including multi-meters, drills, and tone generators. Must have advanced skills in operating Microsoft Office suite: Word, Excel and Access is required.
6. A valid Jordanian driver's license, Category 3 is required. ***Please include a copy of the license with the application.***

#### **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment DS-174.
2. A current resume or curriculum vitae that provide the same information as a DS-174
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
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 AND SUPPORTING DOCUMENTS TO:**

[AmmanEmployment@State.gov](mailto:AmmanEmployment@State.gov).

**SELECTION PROCESS:**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates 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. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs 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.

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2. A current resume or curriculum vitae that provides the same information as a DS-174
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
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**

Human Resources Office  
Telephone: 5906000

Applications can also be submitted electronically through [AmmanEmployment@State.gov](mailto:AmmanEmployment@State.gov).

**\*DEFINITIONS:**

1. **Appointment Eligible Family Member (AEFM):** An EFM (see #2) 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, and who is under chief of mission authority; and

Is residing at the sponsoring employee's post of assignment abroad; and

Does not receive a Foreign Service or Civil Service annuity

2. **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.

3. **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. 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.

4. **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).

5. **Not Ordinarily Resident (NOR)** – An individual who:
- Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*) 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.

**CLOSING DATE FOR THIS POSITION March 27, 2014**  
An Equal Opportunity Employer

The U.S. Mission in Jordan 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.