



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
24/2015

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **AUTOMOTIVE MECHANIC FOREMAN**
OPENING DATE: DECEMBER 7, 2015
CLOSING DATE: DECEMBER 18, 2015
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: Ordinarily Resident (OR)
(FSN-6; €12,961.00- €18,148.00)

U.S. Embassy Pristina is seeking one qualified individual for the position of:

AUTOMOTIVE MECHANIC FOREMAN

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

Basic Function of Position

The incumbent is the Automotive Mechanic Foreman at USAID/Kosovo performing vehicle maintenance, repair and specialized repair on all USG vehicles assigned to the U.S. Embassy in Pristina (USEP).

Major Duties and Responsibilities

(1)Incumbent performs vehicle maintenance and specialized professional repair on up to 85 vehicles assigned to the U.S. Embassy in Pristina. The USEP garage is the sole provider of repair and maintenance for USEP vehicles. Is responsible for all major and minor repairs to engine, transmission, brake system, suspension, heater and AC system, fuel system and other vehicle components for all USEP vehicles. Services oil changes, lubricates as needed, conducts fluid checks, battery service, tire inspection, etc. Examines work request orders, performs diagnostic tests, determines nature of defective parts and repair those parts.

(2)Incumbent assures that needed tools, equipment and materials are readily available. Is responsible for accurate identification of required replacement parts, requesting spare parts for stock and replacement of defective parts found during service of the vehicle. Provides consultations to the USAID/Kosovo Motor Pool Supervisor and Procurement and Finance Specialists regarding vehicle fleet status, funding for tools and parts and assists in the procurement of the same.

(3)Incumbent maintains records for regularly scheduled services via the Work Order Service Form (DS-1777) and keeps database for the services of each vehicle subscribed into ICASS/Alternate Service Provider maintenance service; maintains records for unscheduled services, repairs and keeps database for each vehicle assigned and also keeps records for labor and material used for the vehicle repair.

(4) Incumbent is responsible for ordering parts for automotive repair with local vendors as well as those located in the United States. Must be able to communicate orders to vendors and troubleshoot issues that arise with those orders.

(5) Responsible for obtaining engine fault codes, identify the problem(s) and repairing the problems causing this fault.

- (6) Incumbent supervises the Assistant Automotive Mechanic and the Automotive Mechanic Helper.
- (7) Provides instructions and cross training in complex situations about repair/change of defective parts. Inspects work in progress and upon completion to assure quality and reliability.

REQUIRED QUALIFICATIONS

Education: Completion of secondary school. Completion of vocational training or apprenticeship to produce journeyman mechanic skills, or equivalent experience is required.

Prior Work Experience: 5 years of mechanic experience.

Language Proficiency: English Level II is required. Albanian/Serbian level III is required.

Knowledge: Must have solid knowledge of vehicle dynamics, engine and powertrain function. Must have demonstrated journeyman automotive mechanic trade knowledge.

Abilities and Skills: Must have a local driver's license; must have ability to diagnose mechanical problems over the phone and provide emergency assistance.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget 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 (EPR) are not eligible to apply.
4. The candidate must successfully pass a background investigation conducted by the Regional Security Office.

TO APPLY - Interested candidates for this position must submit the following for consideration of the application:

- 1) Universal Application for Employment (UAE);
- 2) A current resume or curriculum vitae that provide the same information found on the UAE;
- 3) Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application;
- 4) Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above;
- 5) Copy of Kosovo ID or Passport; and copy of the Residence Permit for international applicants.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver them to:

Human Resources Office,

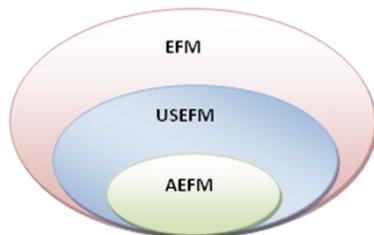
U.S. Embassy Pristina, Kosovo

CLOSING DATE FOR THIS POSITION: DECEMBER 18, 2015 - BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina 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.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US 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. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US 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 US 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 US 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.

EFM's without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

