

VACANCY ANNOUNCEMENT

(Announcement No. 14/27)

Re-advertised

OPEN TO: All Qualified Candidates
POSITION: **A/C Mechanic, FSN-4**
OPENING DATE: January 23, 2015
CLOSING DATE: February 20, 2015
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual salary will be based on the qualifications of the applicant.

NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Vientiane is seeking two (2) individuals for the position of **A/C Mechanic and Refrigeration** in the Facility Maintenance Office, Management Section.

BASIC FUNCTION OF POSITION

Installs new A/C units and performs routine maintenance and repair work. Installation work consists of the placement and mounting of the fan coil and condensing units, mounting, insulating and connecting all refrigerant lines, connecting all electrical wires, and evacuating and charging the system with Freon. Maintenance and repair work consists of servicing and cleaning of A/C units, duct work and other air circulating circuits, diffusers and grille work. Troubleshoots various refrigerant and electrical circuits within the units to determine cause for component failure and the replacement of same, re-builds failed components when practical, and balances air circulating systems. Prepares a list of materials and tools required for each assignment and provides assistance to other shops as required.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of technical school or equivalent is required. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years).
- 2. Prior Work Experience:** Two to three years direct experience in maintenance, repair and installation of electrical system.
- 3. Language Proficiency:** Ability to read and write Lao is required. Level 2 (Limited knowledge) of both written and spoken English.
- 4. Knowledge:** Must have full journeyman knowledge of established trade practices and mechanical and electrical drawings and schematics to produce quality orders for materials and manpower requirements for preliminary estimates.
- 5. Skills and Abilities:** Must be able to use all hand and hand power tools and other shop or testing equipment associated with the A/C Mechanic trade.

HOW TO APPLY

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at: http://laos.usembassy.gov/job_opportunities.html
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that dresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Thadeua Road, Km9
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)

POINT OF CONTACT

Telephone: 856-21-487176
Fax: 856-21-487140
E-mail: VientianeHRO@state.gov

Interested persons should contact Embassy Human Resources Office for more information. Blank application forms may be picked up from the cabinet inside the Embassy entrance.

Only shortlisted candidates will be notified.

CLOSING DATE FOR THIS POSITION: February 20, 2015

An Equal Opportunity Employer