

VACANCY ANNOUNCEMENT
(Announcement No. 14/33)

OPEN TO: All Qualified Candidates
POSITION: **Audio-Visual Technical, FSN-06**
OPENING DATE: October 23, 2014
CLOSING DATE: November 07, 2014
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual grade and 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 ORDINARILY 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 an individual for the position of **Audio-Visual Technical** in the Public Diplomacy Section (PDS).

BASIC FUNCTION OF POSITION

Under the supervision of the PAO or senior FSN, provides all Audio-visual support for Embassy programs and events. Also provides routine maintenance for equipment, downloads the Washington File and DOS TV programs, and assists with distribution of Public Diplomacy Section print and A/V materials.

Sets up and operates Audio-visual equipment for all Embassy events and activities, including press conferences, invitational screenings, and representational events. Retrieves Washington File daily and prepares it for distribution within the Embassy and to Lao contacts.

Records daily IBB/DOS/WorldNet TV programs as directed for placement on Lao TV and for distribution to educational institutions. Performs routine editing, when necessary, to prepare tapes for distribution. Performs preventive and routine maintenance and repair of equipment and keeps the PAO informed of the need for major repair work or purchase of new equipment. Maintains inventory of Public Affairs Section A/V and computer equipment.

Organizes and maintains the Public Affairs Section's collection of pamphlets and English teaching materials and alerts the PAO when inventory levels are low. Maintains inventory of videotapes, and keeps storeroom in neat and orderly manner. Handles distribution of Public Affairs Section print and broadcast materials, including English Teaching Forum (ETF). Provides other office support such as photocopying. Set up and operate WorldNet and Digital Video Conferencing equipment during programs. Backup Media Affairs specialist as required.

QUALIFICATIONS REQUIRED

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

Education: Completion of secondary school plus certificates of completion of courses in electronics.

Prior Work Experience: At least seven years of progressively responsible experience in electronics and audio-visual systems. Equal experience in installation and maintenance of a variety of audio-visual receivers and equipment. Completed a standard course in maintenance and repair.

Language Proficiency: Good knowledge of spoken and written English and Lao language, ability to read and understand technical instruction manuals for audio-visual equipment.

Knowledge: Proven knowledge of electronic theory and practice; technical knowledge of audio-visual equipment; thorough understanding of tools and materials used in repairing audio-visual equipment; methods of installing, maintaining, and operating audio-visual equipment; knowledge of Public Affairs programs and objectives. Knowledge of safety precautions required. Broad knowledge of American and local media desirable.

Skills and abilities: Able to install and maintain telecommunications, audio-visual, and sound equipment.

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 addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Rue Bartholonie, That Dam
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)

POINT OF CONTACT

Telephone: 856-21-267176
Fax: 856-21-267140
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: November 07, 2014

An Equal Opportunity Employer