

VACANCY ANNOUNCEMENT

(Announcement No. 13/19)

Re-advertised

OPEN TO: All interested candidates
POSITION: **HVAC Control Technician, FSN-6**
OPENING DATE: March 14, 2014
CLOSING DATE: March 21, 2014
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 an individual for the position of **HVAC Control Technician**, in the Facility Management (FM) Office.

BASIC FUNCTION OF POSITION:

Employed as a Heating, Ventilation and Air Conditioning (HVAC) Controls Technician to carry out skilled maintenance and repair work throughout the New Embassy Compound buildings and grounds. The incumbent specializes in HVAC control systems of automated equipment and assisting in the programming control sequences, control devices and their interface with the Building Automation System (BAS).

QUALIFICATIONS REQUIRED:

Education: The position requires successful completion of secondary school and two (2) years of journey-level training in the repair and maintenance of digital building control systems. Education or technical training in a field related to specialized electrical building controls or related electrical equipment through a recognized trade union, technical school or equivalent; accredited trade school, college or university may substitute for one (1) year of the required experience. One year of work experience is equivalent to 30 semester hours of course work from an accredited trade school, college or university.

Prior Work Experience: Minimum of three to five (3-5) years experience as an HVAC controls technician with building control system knowledge is required. A minimum of 3 years of experience must be with large, modern, commercial or government office building in operations and maintenance.

Language Proficiency: Good working knowledge (Level III) in both English and Lao language written, and spoken proficiency required.

Job Knowledge: The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shapes, threaded and joined materials. Must have good working knowledge of building electrical controls systems (structure and design), direct digital control technology, devices and control wiring. He or she must be familiar with international building, electrical codes to be able to perform

installation, maintenance, and repair work to meet code requirements. A general knowledge of building systems and operation, electrical principles and theories, and familiarization of the proper use of hazards of chemical materials in needed. Must be proficient in the use of MS office software (Word, Excel, Power Point etc.) and other computer program like AutoCAD

Skills and Abilities: The incumbent shall skills in the following areas: testing electrical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building electrical control automated systems and all associated devices. Additional skills include working with emergency standby generator systems; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Must have substantial skill in comprehending engineering reports, specifications and related materials in English. Additional abilities include responding to emergency situations in a efficient and timely manner to effect immediate repairs; work in various adverse conditions such a tight enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignment; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. A driver's license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

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.
- 4. Please show your technical related experience as required in the Prior Work Experience and Skills & Abilities above in your DS-174 and/or in your personal Resume (CV).**

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: March 21, 2014
An Equal Opportunity Employer