

## VACANCY ANNOUNCEMENT

(Announcement No. 13/27)

**OPEN TO:** All interested candidates  
**POSITION:** **HVAC Technician, FSN-5**  
**OPENING DATE:** November 13, 2013  
**CLOSING DATE:** November 29, 2013  
**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 Technician**, in the Facility Management (FM) Office.

### **BASIC FUNCTION OF POSITION:**

Employed as a Heating, Ventilation and Air Conditioning (HVAC) Technician to accomplish skilled maintenance and repair work throughout the New Embassy Compound buildings and grounds and residential owned/leased properties. Work assignments which includes hardware, associated peripherals, configuration, optimization, repair of HVAC distribution, chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, motorized valves, chilled water piping, circulation pumps, damper motor, controllers, actuators, HVAC water treatment systems, and other control devices be directed by the Facility Manager or an assigned Supervisor Engineer.

### **QUALIFICATIONS REQUIRED:**

**Education:** The position requires successful completion of secondary school. Completion of vocational training from an accredited institute recognized as producing journeyman level technicians with a concentration in electrical principles and application.

**Prior Work Experience:** Minimum of three years of broad experience in operations and maintenance of building HVAC systems and associated equipment. A minimum of 3 years as an HVAC technician working with large, modern, commercial or government office building in operations and maintenance. Knowledge of the U.S. building traced, construction, fire and safety codes and standard are highly desirable.

**Language Proficiency:** Level III in both English and host country 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 technical understanding of major building HVAC/mechanical systems and equipment with a specialty in controls. Knowledge of reading technical documents, interpreting maintenance plans and technical literature is required and highly emphasized. General computer literacy is required in multiple applications (MS Office).

Knowledge of US building, electrical, mechanical, fire and life safety codes; building and trades standards is high desired.

**Skills and Abilities:**

The incumbent shall skills and ability in the following areas: diagnosing and repairing HVAC systems and components and taking equipment reading 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 HVAC/mechanical systems and work with the controls technicians on associated devices. Must have substantial skill in comprehending engineering reports, specifications and related materials in English. Additional abilities include responding to emergency situations in an 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](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](mailto: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 29, 2013**

An Equal Opportunity Employer