

VACANCY ANNOUNCEMENT

(Announcement No. 15/14)

OPEN TO: All Eligible and Qualified Candidates
POSITION: Maintenance Technician (Cleared American), FSN-5
OPENING DATE: May 19, 2015
CLOSING DATE: June 05, 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 an individual for the position of **Maintenance Technician (Cleared American)** in the Facility Maintenance Office, Management Section.

BASIC FUNCTION OF POSITION

The incumbent performs a full range of general maintenance tasks at the journeyman's level. The position works in the facility maintenance section under the supervision of the FM and is responsible for performing PM, maintaining, servicing and installation of necessary hardware, machinery and equipment in related to the maintenance in the CAA areas. This also includes escorting un-cleared personnel to perform maintenance work in the CAA areas.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of one of the 7 general construction trades school/training
- 2. Prior Work Experience:** At least three to four years of working in one of the 7 construction/maintenance fields. Working in and around the maintenance environment.
- 3. Language Proficiency:** English level 4
- 4. Knowledge:** General knowledge of maintenance operation and terminology;
- 5. Skills and Abilities:** Must deal tactfully with persons requesting maintenance and repairs.
- 6. Must be a US Citizen and be eligible to obtain a Top Secret Security Clearance.**

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, Somvang Tai Village
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: June 05, 2015

An Equal Opportunity Employer