



**AMERICAN EMBASSY
MANILA**

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: 2016 - 016

OPEN TO: All Interested Candidates / All Sources

POSITION: Lead Automotive Mechanic

OPENING DATE: March 7, 2016

CLOSING DATE: March 21, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR) ₱503,527.00 / annum
Position Grade: LES-7
Not-Ordinarily Resident (NOR)
Position Grade: FP-7*
*Final grade/step for NORs will be determined by Washington

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Manila is seeking eligible and qualified applicants for the position of Lead Automotive Mechanic in the General Services Office/Transportation Unit (GSO/TU).

BASIC FUNCTION OF POSITION

The incumbent exercises general supervision of eight (8) auto mechanics and reports to the motor pool supervisor. This position provides management of the maintenance shop maintaining 265 U.S. Government Vehicles. Perform quality assurance on each vehicle prior to returning to end user. S/he maintains periodic maintenance records and schedule vehicles for maintenance and responds to emergency calls after hours.

The job holder performs general guidance and supervision to the auto mechanics engaged in the maintenance and repair of motor vehicles at Embassy Manila. Implements the vehicle and equipment maintenance program for all government owned vehicles and equipment. Inspects damaged or malfunctioning vehicles to

determine the nature and extent of repairs needed and to develop shop repair orders. Prepares condition report of vehicles, performs pre-operation service inspection of newly arrived vehicles. Develops priorities of a maintenance schedule for embassy/post vehicles. Provides guidance to subordinates by explaining and interpreting blueprints, technical directives, and guides pertaining to specific repair and maintenance tasks, and gives instruction on specific repairs as needed. Provide on-the-job training in trades and crafts skills, shop practices, shop safety, etc., and assures that needed tools equipment, parts, and materials are available. Inspects work in progress and upon completion for adequacy. Accomplishes all typical first level supervisory functions. Screen, requests for vehicle replacement parts; ensures correct parts are received and installed in the vehicle. Conducts market research for mechanical or repair services with local shops.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Completion of vocational training or apprenticeship recognized as producing full performance level automotive mechanic skills, or equivalent experience, is required.
2. **EXPERIENCE:** Three years of vehicle maintenance with at least one year of supervisory level experience is required.
3. **LANGUAGE:** Level III (Good working knowledge) Written and Spoken English and Tagalog Languages are required. **(This will be tested.)**
4. **SKILLS AND ABILITIES:** Ability to work independently with proven supervisory skills is needed. Ability to command and control a variety of circumstances, and to direct the use of diagnostic equipment and tools are required.
5. Possession of valid professional driver's license is required.

REMINDER: If you meet the qualification requirements, we will contact you within two to three weeks after the closing date. At that point, you will receive further instructions. **Only qualified applicants will be contacted.**

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: All Applicants are REQUIRED to submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form [DS-174](#)), which is available on our website; and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Take note that you must be a local resident with the necessary working permits (visa or proof of dual citizenship) before you can be considered for any job opening at the Embassy. Additionally, Applications received after the closing date is no longer eligible for consideration.

WHERE TO APPLY:

Human Resources Office
New Office Annex Building,
United States Embassy
1201 Roxas Blvd, Manila
Telephone: (632) 301-2000 ext. 2251
Fax: (632) 301-2373, **Attention: HR Office**
E-mail: HRManila@state.gov (Indicate Vacancy Announcement Number in the subject. Please send as Adobe PDF attachment)

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member

- permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
 - A MOH is under COM authority;
 - A MOH may include a parent, unmarried partner, other relative, or adult child;
 - A MOH may or may not be a U.S. Citizen;
 - A MOH is **not** an EFM;
 - A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) - An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) - An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Approved: HRO: Rosario Larsen
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