

U.S. Embassy Nouakchott
VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: VA#57FY-16

OPEN TO: All Interested Candidates

POSITION: Heating, Ventilation and Air Conditioning (HVAC) Technician, FSN-6 or FP-8*

OPENING DATE Friday, September 23, 2016

CLOSING DATE: Friday, October 07, 2016

WORK HOURS: Full time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-6

Not-Ordinarily Resident (NOR): FP- FP-8*

Final Grade/Step for NOR will be determined by Washington

NUMBER OF POSITIONS TO FILL: One (1)

LENGTH OF HIRE: Indefinite

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Nouakchott is seeking one individual to fill in the position of Heating, Ventilation and Air Conditioning (HVAC) Technician within the Facility Management section.

BASIC FUNCTION OF POSITION:

The incumbent reports directly to the Supervisory Building Engineer. The position holder is employed as a Heating, Ventilation, and Air Conditioning (HVAC) Technician to accomplish skilled maintenance and repair work at the journeyman HVAC technician level, to International Building Code (IBC) standards, throughout all facilities on the New Embassy Compound/New Consulate Compound (NEC/NCC) to include office buildings, out buildings, ancillary structures, and residential owned/leased properties. Work assignments include installation and repair of HVAC systems, hardware, associated peripherals components, configuration/layout of equipment and system components, optimization of equipment performance through preventive maintenance, repairs to the various HVAC distribution systems including direct exchange (DX) line sets, chillers, large central supply and return air handling units, packaged A/C units, split pack A/C or heat-pump units, filtration cabinets and compartments, fan coil units, variable air volume (VAV) units, HVAC ductwork, evaporator coils, condensing units, humidifiers, manual and motorized valves, chilled water piping, circulation pumps, condensate pumps, damper motors, gravity and motorized dampers, controllers, actuators, HVAC water treatment systems and other HVAC components and control devices.

QUALIFICATIONS REQUIRED:

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

1. **Education:** Completion of secondary school required. Successful completion of a minimum of one-year vocational training from an accredited institute recognized as producing journeyman level technicians with specialization in the HVAC field is required.
2. **Prior Work Experience:** A minimum of 5 years of journey-level experience in the installation, operations, repair and maintenance of commercial or industrial HVAC/mechanical refrigeration systems is required.
Minimum of 3 years work experience operating, maintaining, or repairing 100 ton chillers or larger, and large air-handling units is required. Work experience must demonstrate a progression of increased responsibility working on complex sophisticated equipment and components, including operation and maintenance, and troubleshooting.
3. **Language Proficiency:** Level III (good working knowledge) written and spoken English and French is required. **(Language skills will be tested)**
4. **Job Knowledge:** The incumbent must have superior knowledge, exceptional technical skills, and a thorough understanding of heating, ventilation, and air-conditioning (HVAC) systems with an in-depth understanding of thermodynamics and how they apply to HVAC theories and principles. Must be well-versed in HVAC controls including motor starters, thermostats, humidistats, variable frequency drive (VFD) motors and controllers, motorized and gravity dampers, and building automation systems and sensors. Must have a thorough understanding of US or International Building Code standards, mechanical / ASHREA standards, indoor air quality standards, building pressurization, ductwork sizing and air flow principles, and fire and life safety codes.
5. **Skills and Abilities:** The incumbent will have superior skills and abilities in the following areas: troubleshooting, diagnosing, and repairing HVAC systems and components; taking and interpreting equipment readings with various meters to determine system performance; skilled using all sorts of hand tools, power tools, and specialty tools typical of the HVAC trade to install, remove, update, and/or determine appropriate repairs to any component of a HVAC system including control sensors, controllers, motors and dampers. The incumbent must be computer literate with good skills using the MS Office Suite (Word, Excel, Power Point, etc.) software; able to apply basic math and algebra skills when sizing equipment; able to read and interpret construction and as-built drawings, and manufacturers technical literature; able to research the internet to find replacement parts for systems and equipment; and, knowledge of troubleshooting techniques and industry best practices to correct/resolve HVAC issues quickly. 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 as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; 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.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of needs Improvement or unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for an advertised position within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless Currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. (Form DS- 174) Please use the following link to access the form <http://mauritania.usembassy.gov/employment.html> Universal Application for Employment (UAE) as a locally Employed Staff or family member.
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

There are three ways to deliver your application:

1. **DELIVER APPLICATION WITH ANNOUNCEMENT NUMBER: VA#57FY-2016** on the envelope to the front gate application deposit box at the Embassy guard reception.
2. **MAIL APPLICATION TO:**
Human Resources Office
P.O. Box: 222
American Embassy Nouakchott
3. **E-MAIL.**
E- mail: HRONouakchott@state.gov

Application packages containing all the information listed in items "1" through "5" above can be scanned into PDF format and sent as a single file to the above E-MAIL address. Files should not exceed 10 MB or they may be rejected by the Embassy's Server

POINT OF CONTACT:

Human Resources Office

Telephone: 4525-2660 ext: 4718 or 4719
Fax: 4525-1592

CLOSING DATE FOR THIS POSITION: Friday, October 7, 2016 at 12:00

**ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION
WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.**

The U.S. Mission in Nouakchott 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 (EEO) 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.

Drafted: HR: ABouh AB
Cleared: FM: SBraddy SB
Approved: MO: JBournes JB

APPENDIX A DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
 3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family
 4. Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual, who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan.

An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References