



VACANCY ANNOUNCEMENT

An Equal Opportunity Employer

RE-ADVERTISEMENT

The U.S. Embassy in Mbabane is seeking an individual for the position of **Heating, Ventilation, and Air Conditioning (HVAC) Technician** in the Facilities Management Office.

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

OPENING DATE: May 29, 2015

CLOSING DATE: June 12, 2015

SALARY: Position grade FSN-6. Non-cash benefits include medical & pension.

Basic Function of Position

The incumbent will be employed as a Heating, Ventilation, and Air Conditioning (HVAC) Technician to accomplish skilled maintenance and repair work throughout the New Embassy Compound (NEC) and the residential owned/leased properties. Perform work assignments which include but are not limited to: 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 motors, controllers, actuators, HVAC water treatment systems, and other control devices as directed by the Facility Manager or an assigned Supervising Engineer.

Qualifications Required

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Items 1-5 are all required.

- 1. Education:** Completion of High School is required, plus completion of vocational training from an accredited institute recognized as producing journeyman-level technicians with a concentration in HVAC principles and application. (**Attach copies**).
- 2. Experience:** Minimum of seven (7) years' of broad experience in operations and maintenance of building HVAC systems and associated equipment. A minimum of 3 years of experience must be as an HVAC Technician working with large, modern, commercial or Government office building in operations and maintenance.
- 3. Language:** Level III (Good Working Knowledge) English language is required. Language proficiency will be tested. Level III (Good Working Knowledge) siSwati is required.
- 4. Knowledge:** The incumbent must have job knowledge to include basic math, and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a very 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. General computer literacy is required.
- 5. Skills and Abilities:** Must have the skills and abilities in the following areas: diagnosing and repairing HVAC systems and 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 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. Must possess a valid driver's license Code E, **attach a copy**. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks.

To Apply: view detailed vacancy announcement at <http://swaziland.usembassy.gov/>

Interested candidates for this position must submit the following: A cover letter, current resume or curriculum vitae, plus any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Submit applications to U.S. Embassy, Human Resources Office, Central Bank Building, 7th Floor, Mahlokohla Street, P.O. Box 199, Mbabane, Swaziland. Or via email to: **Mbabane_HRRecruitment@state.gov** - include in the subject line: Application for **Heating, Ventilation, and Air Conditioning (HVAC) Technician** position. **Only short listed candidates will be contacted.**