

Position Description- Radio/Telephone Technician

**Basic Function of Position**

Responsibilities of the incumbent are maintenance, installation, and repair of post's unclassified telecommunications program; this includes telephone, radio, satellite, microwave, fiber-optic LAN links, and all other unclassified telecommunications equipment and high speed day circuits. S/he must work with local entities, such as the phone company, local business, and various government ministries for a wide variety of reasons, including procurement and repair of equipment, licensing, and host government approvals.

**Major Duties and Responsibilities**

Responsible for the repair and maintenance of four computer-driven telephone switches, 250 telephones, and related equipment such as fax machines and modems. Installs, repairs, and inspects telephone circuits, LAN circuits, and other special purpose signal wiring. Maintains the Embassy's cell phone and satellite phones programs.

- [45%]

Maintains, repairs, and keeps an inventory of 400 radios, including 7 base stations and 5 repeaters and band-pass filters, and 12 antennas. This includes the Embassy's E&E net and radios used by the local Guard Force and Surveillance Detection Unit.

- [35%]

Works with Nepalese government officials and local company contacts on routine technical issues.

- [10%]

Assists with selecting and coordinating the purchase of equipment related to his other functions, such as additional radios, fax machines, and cell phones.

- [10%]