

# U. S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 14-17

**OPEN TO:** All Interested Candidates  
**POSITION:** **BAS Engineering Technician**, FSN-8, FP-6\*  
**POSITION NO:** I-52658 & I-52652 (Two Positions)  
**WORK HOURS:** Full-time; 40 hours/week  
\*Not-Ordinarily Resident: US\$ 36,111 p.a. (Starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.1,270, 208p.a. (Starting salary)  
(Position Grade: FSN-8)

**OPENING DATE:** January 31, 2014  
**CLOSING DATE:** February 13, 2014

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

The U. S. Embassy in Islamabad is seeking individuals for the two positions of Building Automated Systems Engineering (BASE) Technician, in the Facilities Management.

### **BASIC FUNCTION OF POSITION:**

The incumbent will be responsible for the operation and maintenance, which may include a Reliability Centered Maintenance program (RCM) of computer and microprocessor-controlled systems located throughout the U.S. Embassy Compound. The incumbent performs maintenance and troubleshooting actions on computer/microprocessor controls for the following systems: air conditioning and ventilation equipment, variable frequency controls equipment, generators, switchboard equipment, fuel distribution, fuel dispensing, potable water treatment, domestic water pumping, water distribution, waste water treatment, fire suppression, fire alarms, site perimeter gates and actuators, elevators, automatic queuing systems, kitchen equipment, associated digital and analog sensor's, fiber optics, signal cabling and digital transmission associated with automated building systems. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

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

- 1. EDUCATION:** Completion of Bachelor of engineering (16 years of education) in Mechatronics and controls, Mechatronics, Electronics, Computerized Systems Control and Sensor technology is required.
- 2. EXPERIENCE:** Minimum of five years of field experience in the operation and maintenance of building computer and microprocessor control systems is required out of which two years must be involved in direct maintenance of BAS specific components in a similar environment and minimum of three years with large, modern, commercial or Government office building in operations and maintenance.
- 3. LANGUAGE:** Level IV Urdu (fluent) Speaking/Reading/Writing of English and Urdu is required. Language skills will be tested.
- 4. KNOWLEDGE:** The incumbent shall possess job knowledge to include specialized computer literacy, strong math and the ability to use measurement tools. Incumbent must have an expert working knowledge of automated building mechanical and electrical control systems (system structure and design), direct digital control technology, devices and sequence of controls. Thorough knowledge of programming set-points for a wide variety of computer and microprocessor controlled building equipment is required.
- 5. ABILITIES & SKILLS:** The incumbent shall have the skills and abilities in the following areas: testing mechanical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate system errors. Incumbent 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. Incumbent must have excellent interpersonal and organizational skills, and be able to handle a large workload and multiple tasks. . Ability to troubleshoot, calibrate and replace sensors, signal cabling and sensors of HVAC equipment is required. Incumbent must be capable of rapidly assimilating vendor equipment programming guides and effectively applying this information to systems and equipment installed within the Embassy/Consulate facilities. Proficiency in MS Office Suite and other computer programs like AutoCAD is required. A valid Pakistani driving license for Motor Car/Jeep is required.

#### **SELECTION PROCESS:**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are 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 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 Family Member Appointment (FMA) are ineligible to apply for advertised positions 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.
6. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
7. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
8. US Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

#### **TO APPLY:**

Interested candidates for this position must submit their completed **[DS-174 \(Application for Employment as LE Staff or Family Member\)](#)** or a current resume or curriculum vita that provides the same information found on the DS-174 (*see Appendix B*) by e-mail at [PakJobs@state.gov](mailto:PakJobs@state.gov). The Vacancy Announcement Number must be mentioned in the subject line of the email. Applicants are encouraged to submit the **DS-174**. However, applicants who submit both a DS-174 and a resume will not be considered.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

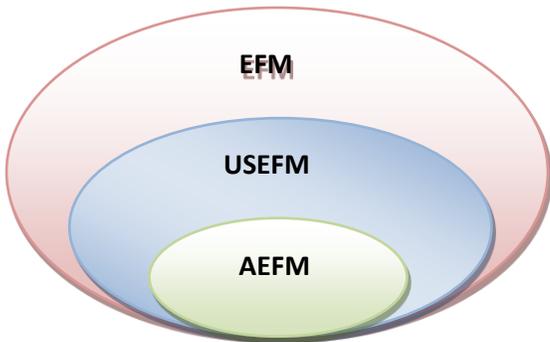
Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

## CLOSING DATE FOR THIS POSITION: February 13, 2014

The U.S. Mission in Pakistan 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



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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 Member Appointment for purposes of Mission employment:

- 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