

U. S. MISSION, PAKISTAN – EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 16-92

OPEN TO: All Interested Candidates **OPENING DATE:** June 20, 2016
POSITION: **BAS Engineering Technician**, FSN-8 (ERR), FP-6* **CLOSING DATE:** June 26, 2016
POSITION NO: I-52652, I-52658 (**Two Positions**)
WORK HOURS: Full-time; 40 hours/week
*Not-Ordinarily Resident: US\$ 46,093 p.a. (Starting salary)
(Position Grade: FP-6 to be confirmed by Washington)
*Ordinarily Resident: Rs.2,104,963p.a. (Starting salary of FSN-8, Exception Rate Range (ERR)).
(Position Grade: FSN-8)

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 eligible and qualified individuals for two positions of Building Automated Systems (BAS) Engineering Technician in the Facility Management Office.

BASIC FUNCTION OF POSITION:

The Building Automated Systems (BAS) Engineering Technician reports directly to the Senior Facility Engineer and 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 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. The incumbent may also be called on to support maintenance of electronically controlled locking and other systems.

QUALIFICATIONS REQUIRED:

NOTE: All 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 bachelor of engineering (16 years of education) in Mechatronics, Electronics is required or Diploma in Associate Engineering in Mechatronics, Electronics, Mechanical, or Electrical with 5 years of work experience is required.

2. EXPERIENCE: Five years of experience in the operation and maintenance of building computer and microprocessor control systems is required. At least two of five years must be in direct maintenance of Building Automated Systems (BAS) specific components and three of five years with large, modern, commercial or Government office building in operations and maintenance.

In case of Associate Engineer, in addition to above mentioned experience five years of work experience in performing general maintenance on computer controlled systems and equipment.

3. LANGUAGE: Level III (Good working knowledge) Speaking/Reading/Writing of English Level IV (fluent) Speaking/Reading/Writing of Urdu is required. Language skills will be tested.

4. KNOWLEDGE: The 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. A thorough knowledge of programming set-points for a wide variety of computer and microprocessor controlled building equipment, troubleshooting, calibration and replacement of sensors, signal cable, and sensors of HVAC equipment is required. An advanced knowledge of building systems and operations and mechanical principles and theories is also required. Must have knowledge of normal, standby, and emergency modes of building systems. The incumbent shall possess knowledge of specialized computer literacy, strong mathematics, and of measurement tools.

Must be proficient in use of Microsoft Office software (Outlook, Word, Excel, Power Point etc.) and other computer programs like AutoCAD.

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. The incumbent must have substantial skill in comprehending engineering reports, specifications and related materials in the 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. The 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. The 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 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.

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. 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.
5. 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.
6. 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.
7. U.S. 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)** by e-mail at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 16-02) must be mentioned in the subject line of the email.

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).

Incomplete **DS-174 (Application for Employment as LE Staff or Family Member)** 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.

CLOSING DATE FOR THIS POSITION: June 26, 2016

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 (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.

Appendix A DEFINITIONS

1. **Eligible Family Member (EFM)**: An EFM for employment purposes is defined 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.

2. **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.

3. **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.

4. **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.

5. **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.

6. **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