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UNITED STATES MISSION POLAND VACANCY ANNOUNCEMENT

No. 16-03	ENGINEER EMBASSY WARSAW	January 11, 2016
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OPEN TO: All Interested Candidates/All Sources
POSITION: Engineer
OPENING DATE: January 11, 2016
CLOSING DATE: January 25, 2016
WORK HOURS: Full-time (40 hours per week)
SALARY: Ordinarily Resident: FSN-11, PLN 151,243 (annual gross salary)
*FSN-10, PLN 125,474 (annual gross starting salary at the Developmental Level)
Not-Ordinarily Resident (NOR): FP-4, US\$ 65,540 (annual gross salary) *FP-5 Step 5, US\$ 58,032 (annual gross starting salary at the Developmental Level)
Final grade/step for NORs will be determined by Washington

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Warsaw is seeking eligible and qualified applicants for the position of Engineer.

- **The successful candidate will be hired at the Developmental Level for a year**

BASIC FUNCTION OF POSITION

Serves as the principal technical advisor on engineering matters to the Management Section. Coordinates the planning, designing and construction of Embassy facilities to ensure that all new construction and alterations comply with USG standards and Polish building codes. Performs responsible and difficult engineering tasks. Prepares all specifications, drawings, blueprints and bid requirements or tenders for all non-routine repair and construction projects by outside contractors and the Maintenance and Repair crews for US Government owned and leased properties. Performs related duties as required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office ext. 2275.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Master's Degree in Civil Engineering, Construction, or Architecture is required. Polish professional engineer's license and certification as an independent designer (registered member of the Polish Chamber of Construction Engineers and Architects) is required. (Experience may not be substituted for the required academic qualifications).

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2. Prior Work Experience: At least five years of professional civil engineer experience, including designing engineering projects and working with building contractors is required.
3. Language Proficiency: Level 4 (fluent) spoken and written English and Polish, including job related technical vocabulary, are required.

(Note: the language proficiency will be tested).

4. Job Knowledge: Comprehensive knowledge of the principles and practices of civil engineering as applied to surveying, drafting and designing is required. Thorough knowledge of the methods, materials, tools and equipment used in construction is required. Considerable knowledge of cost determination techniques is required. Good knowledge of safe working practices and procedures is required. Good knowledge of structural, HVAC, plumbing and electrical systems is required. Understanding of all applicable building codes, both US and Polish, is required. Knowledge of CADD (Computer-Aided Drafting and Design) systems. Knowledge of local construction, fire, and safety regulations is required. Knowledge of competence level of local authorities is required. Post-entry knowledge of the Embassy buildings, structure, allowable loads, internal and external installations, city connections and other related technical matters is required.
5. Skills and Abilities: Ability to prepare plans, designs and specifications is required. Ability to interpret plans and specifications and identify defects is required. Excellent skills in using specialized software, plotters, scanners, digital cameras, and measuring equipment are required. Good written and verbal communication skills are required. Ability to establish effective working relationships with employees, contractors and local officials is required. Mobility within an office, field and construction site environment is required. Ability to operate a motor vehicle through city traffic and possession of Polish class "B" driver's license is required.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. veterans will be 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.

Candidates for employment are normally hired at the first step. In some instances, candidates may be appointed at a higher step when exceptional qualifications or previous U.S. Government service so warrant. In such a case, the Human Resources Officer will determine the salary.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

Please note: Short listing and interviews are normally completed within four weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within four weeks of the closing date.

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HIRING PREFERENCE ORDER

- 1) USEFM who is also a preference-eligible U.S. Veteran
- 2) USEFM or a preference-eligible U.S. Veteran
- 3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management will consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of *Needs Improvement* or *Unsatisfactory* on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired under 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.
4. The candidate must be able to obtain and hold a non-sensitive security clearance and a medical clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY

Applicants must submit the following documents to be considered:

1. **Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and**
2. **Any additional documentation that supports or addresses the requirements listed above (e.g., transcripts, degrees, language test scores, typing test scores, work and/or residency permits, etc.)**

IMPORTANT

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).

WHERE TO APPLY

Human Resources Office
U.S. Embassy
Al. Ujazdowskie 29/31
00-540 Warsaw
E-mail: WarsawRecruitment@state.gov

or at Embassy Reception, ul. Piekna 14a

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EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Poland 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

US 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, 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.

Eligible Family Member (EFM) – An EFM for employment purposes is defined an individual who meets all 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 the employee, spouse, or same-sex domestic partner when such child is expected to be under such 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 the employee or of the spouse, or same-sex domestic partner, 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, 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.

Member of Household (MOH) – A MOH is an individual who meets all of the following criteria:

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- 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 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.

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.

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

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 a 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.

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