

# U.S. Mission Russia

VACANCY ANNOUNCEMENT NUMBER: 16-0031

**OPEN TO:** All Interested Candidates / All Sources

**POSITION:** **Electrical Engineer, 1101689; FSN-10, FP-5\***

**OPENING DATE:** **March 24, 2016**

**CLOSING DATE:** **April 6, 2016**

**WORK HOURS:** *Full-time; 40 hours/week*

**SALARY:** *Ordinarily Resident (OR): FSN-10 (basic salary RUB 1,458,663 + meal allowance RUB 29,952 + bonus 1/12 of the basic salary - starting salary per year before tax)*

*Not-Ordinarily Resident (NOR): FP-5\**  
\*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.

**All applications and résumés must be in English. Application received in any other language will not be considered.**

The U.S. Embassy in Moscow is seeking eligible and qualified applicants for the position of Electrical Engineer in the Facilities Section (FAC).

## **BASIC FUNCTION OF POSITION**

The incumbent serves as a senior Electrical Engineer in the FAC Engineering unit and is responsible for designing and preparing standards, specifications, and bill of materials for the electrical works on Embassy repair and construction projects. Develops scopes of work for electrical projects, serves as a technical panel member to evaluate the contractor's bids to assure compliance with US Government standards and regulations. The incumbent also provides project supervision, inspections, coordination, and quality controls for the execution of these projects and the major electrical and mechanical works performed by FAC maintenance staff. The incumbent is a liaison with the local utility company regarding technical issues. The incumbent will manage the Embassy's utilities, and in this capacity will develop, design, and implement utility management and water and energy conservation projects. The incumbent will serve as a primary adviser regarding electrical safety and will conduct electrical safety training for all staff.

## **QUALIFICATIONS REQUIRED**

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:** University degree in Electrical or Electronic Engineering is required.
2. **EXPERIENCE:** Three years' experience as a professional engineer in electrical design and project supervision is required.

3. **LANGUAGE:** Level IV (fluent) both of English and Russian is required. Will be tested

4. **SKILLS AND ABILITIES:** Must be able to troubleshoot complex electro-mechanical systems. Must be able to work independently. Computer skills such as Auto Cad, Microsoft Excel, and Microsoft Word are required. Must be able to perform all job activities and duties in a responsible manner to avoid the creation of safety or health hazards. Must be able to conform to established safety and health policy and procedures. Must be able to properly utilize appropriate personal protective equipment as required by the job activity.

5. **JOB KNOWLEDGE:** Must have thorough knowledge of electric and mechanical engineering theories and practices, international and local building codes and requirements. Must have thorough knowledge and understanding of design, construction, and maintenance procedures, related tools and building materials. Must be able to develop system designs, feasibility studies, and cost estimates.

**Due to the high volume of applications, only qualified applicants will be contacted by the HR Office.**

**FOR FURTHER INFORMATION:**

The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at [moscowhr@state.gov](mailto:moscowhr@state.gov)

**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.

**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 may 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 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.
4. The candidate must be able to obtain and hold a security clearance.

**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 and/or your resume; and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, 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**            Stephanie Garza  
**Mailing Address:**            Bolshoy Deviatinsky Pereulok No. 8, Moscow, Russian Federation, 121099  
**FAX Number:**                7-495-7285105  
**E-mail Address:**              [moscowhr@state.gov](mailto:moscowhr@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY**

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 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.

If there are any discrepancies between the Russian and the English versions, the English version will be considered controlling.

**Vacancy Announcement approved by Stephanie Garza (Human Resources Officer)**\_\_\_\_\_

## Appendix A - DEFINITIONS

**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

**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.

**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.

**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.

**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.

**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.