



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

12-25

VACANCY ANNOUNCEMENT - DHAHRAN

03/05/2012

OPEN TO	CURRENT EMPLOYEES OF THE MISSION
POSITION	COMPUTER/TELEPHONE/RADIO TECHNICIAN, FSN-08 POSITION NUMBER 100116
OPENING DATE	MONDAY, MARCH 05, 2012
CLOSING DATE	MONDAY, MARCH 19, 2012
WORK HOURS	FULL-TIME; 40 HOURS/WEEK
SALARY	*ORDINARILY RESIDENT: POSITION GRADE: FSN-08, SR. 77,702 FULL PERFORMANCE LEVEL (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES) *NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-06 US\$ 44,737 --GRADE DETERMINATION WILL BE APPROVED BY WASHINGTON. --U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.

BASIC FUNCTION OF POSITION

The incumbent is one of three members of the Consulate Information Systems Center (ISC) staff, and reports directly to the Computer Systems Manager. The incumbent is rated by the Computer Systems Manager and is reviewed by the IPO. The employee operates, maintains, and assists the Computer Systems Manager and Information Program Officer, in management of the Radio and Telephone Program, along with the unclassified local area network (LAN). The unclassified LAN also includes Consular Affairs system and its associated application programs. Maintains post's PBX system and related hardware/software. Coordinates with local telecom vendors for service, maintenance and troubleshooting activities. Installs and repairs telephone and radio hardware. Maintains accurate inventory and workload counts for the radio and telephone program. This position requires a high level of initiative since the incumbent is expected to be

vendor agnostic and learn/retrain on any new equipment introduced at post. Provides computer hardware and software support to IRM customers. Supports computer operations related to Dhahran LAN. Assists in the installation, configuration and maintenance of various Department corporate software application programs. Provides various administrative functions related to the maintenance of computers (inventory, checklists, et al). Frequently serves as the backup Computer Systems Manager, in absence of Primary Systems Manager.

QUALIFICATIONS REQUIRED

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

1. **Education**: Completion of Secondary School is required. Two additional years of either technical or college level training with emphasis in one of the following areas: Computer Information Systems, Communications Systems, Electronics, Systems Analysis or Programming is required. A+ and Network+ certifications are required to successfully complete the probationary period of this position.
2. **Experience**: Three years of progressive experience, primarily in radio or telephone support, and/or computer programming and/or local area network support.
3. **Language Requirements**: Level IV (fluent) English is required for both verbal and written communication. Incumbent must be able to read and comprehend complex technical manuals printed in English. Language skills will be tested.
4. **Knowledge/Other Criteria**: A thorough understanding of local area network administration in Microsoft Windows 2003 Server operating systems, and Exchange 2003 Server as well as a strong background in microcomputer basics. Experience in installing PC & Server components, network interface cards, network printers, and network cabling, software. Ability to troubleshoot the above.
Radio programming; electronic, antenna installation; VSWR and impedance machine; vehicle installation; antenna tuner installation and maintenance; repeater programming and calibration; calculation of db losses in cables and connectors; Nortel telephone PBX programming; telephone cable installation standards; amplification methods for telephone lines; broadband phone interface links; use of test equipment, including multi-meter and spectrum analyzer. Thorough knowledge of safety practices/procedures, installation, maintenance, operation, testing, troubleshooting and repair procedures for telephone systems & hi-speed data circuits/equipment. Thorough knowledge of host country, DOS & International telephone & telecommunication standards & equipments.
5. **Other Skills**: Incumbent must be able to work independently with a minimum of supervision under stressful conditions. The incumbent must be able to plan his/her work 3-6 months in advance in order to arrange for end of year procurement, RIMC technical support, systems upgrade and software deployment, computer security audits, and the successful completion of other long term projects. Must be able to read and interpret technical publications & manuals, schematic drawings, plans and specifications that are written in English. Must be able to improve systems and show considerable resourcefulness, fabricating quick-fix emergency repairs if needed spares are not readily available. Must be familiar with hi-speed circuitry and data test equipment and procedures, and able to do site surveys & prepare factual & analytical reports. Must use a wide variety of hand and power tools. This work requires the incumbent to work on roofs,

climb freestanding antennas, work near power lines, and other activities that are inherently dangerous – incumbent must be familiar with applicable safety protocols and techniques.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates 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. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
3. EFMs must have at least one year remaining on their sponsoring employee's tour of duty from the EFM's hiring date.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
6. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
7. EFMs: Interested applicants must be within 60 days of scheduled arrival at post from the closing date of this vacancy announcement to receive consideration because of the urgent requirement to fill this position

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi identity card/ work permit.
5. Any other documentation (e.g. copy of essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In person: Front Gate, US Consulate General Dhahran

By mail: Human Resources Office, P. O. Box 38955, Dhahran 31952

By e-mail: DhahranHR@state.gov

FAX: 03-3302123

POINT OF CONTACT

Human Resources Office

Telephone: 03-3303200 ext 3086

DEFINITIONS*

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, and 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.

5. **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.

6. **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).

CLOSING DATE: CLOSE OF BUSINESS MONDAY, MARCH 19, 2012

PLEASE NOTE THAT 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.

The US Mission in Saudi Arabia 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.