

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

JOB ANNOUNCEMENT NUMBER: DKR-2013-048

OPEN TO: All interested candidates
POSITION: Senior Residential Engineer FSN11/ FP4
OPENING DATE: August 22th, 2013
CLOSING DATE: September 5th, 2013
WORK HOURS: Full-time position 40 hours/week

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

*The U.S. Embassy in Dakar is seeking an individual for the position of **Senior Residential Engineer**. Copy of the complete position description listing all duties and responsibilities are available on the US Embassy website <http://dakar.usembassy.gov/>.*

Send your applications via e-mail to DakarHRO@state.gov.

BASIC FUNCTION OF POSITION

Serves as the senior Engineer, providing professional engineering services through planning, design, estimating and technical review on all construction/renovation projects for the US Embassy Mission to Dakar. Prepares specifications, drawings, materials list, and construction cost estimates. Through a team of other engineers manages the non-routine, unusual or unprecedented, moderate to complex maintenance operations for US government owned buildings, equipment, facilities and associated grounds and short term and long term leased residences. Is the lead technical authority to the FM and Post Management for engineering related services. Directly supervise a team of 50 workers, lead Foremen and other trade supervisors responsible for the overall operation of the US Government residences and facilities. Acts also as Post Safety institutional knowledge and may substitute the Facility Manager in case of his absence, as delegated.

MAJOR DUTIES AND RESPONSIBILITIES

1. 50% ENGINEERING, TECHNICAL SUPPORT

- Provides general engineering services and advice for the planning, design, construction, alterations, major maintenance, replacement and repair of the facilities and equipment in all buildings of the Embassy and associated agency and residences
- Provides professional advice and technical expertise to the Maintenance Supervisor and Foremen on complex installations and repairs to ensure the safety of personnel, and the correct interpretation of complicated engineering documentation, drawings, diagrams, connections, and installations.
- Interprets engineering drawings, plans and equipment specification in system analysis and faultfinding. Provides simplified schematics for better understanding of mechanics in system operation.
- Responsible for reviewing technical submittals for plans compliance.
- Writes Statement of Works and Specifications for highly complex and technical specifications, including designs that require the professional expertise of an engineer.
- Analyzes bids/contracts for contractor reliability, capability, and specifications of material works and equipment.
- Prepares reports on engineering aspects of the maintenance program, operations and repairs.

2. 30% BUILDING AND RESIDENCES SYSTEMS OPERATIONS AND STRATEGIC PLANNING

- Helps the Facility Manager in developing short and long-range plans in order to effectively maintain and operate facilities and equipment by putting together preventive and predictive maintenance plans, performing annual condition inspections, determining facility condition indexes, developing work orders, preparing inspection documentation, developing annual maintenance work plans for staff and formulating facility budget.
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- Assists for the overall operation of the US Embassy Facilities and residences, including all physical equipment and infrastructure, life safety features, utilities, and associated components. Performs troubleshooting, emergency, predictive and preventive maintenance as needed to maintain the Embassy facilities in peak condition.
- Serves as the principal authority and technical advisor to the Facility Manager on all facilities operation, repair and minor construction for USG-owned, long and short term leased facilities and advises on new leases.
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- Evaluated suitability of vendors and their products/services, and makes procurement recommendations to General Services Officer and Facilities Manager.

3. 20% SUPERVISION, COMMUNICATION

- Supervises, directs, plans and coordinates the work, actions and performance of the team of professionals including the Industrial Electricians, HVAC Technicians and Utility Operator (and any consulting and/or contracting engineers and technicians working on behalf of the Mission).
- Supervises and directs the work on all facilities residential buildings
- Reviews the plans, specifications, drawings, other technical documentation and cost estimates, developed by subordinates for technical adequacy.
- Maintains liaisons with contractors, local authorities and officials necessary to facilitate the issuance of the required functions and submissions.
- Performs contract administration as needed. Monitors work performed by contracted service providers to ensure compliance with contract terms.
- Communicates with Overseas Building Office engineering team and other crews on engineering and other job related tasks.
- Serves as Post Safety adviser
- Will be involved in all new leases to check the compliance with general building and electrical codes.
- Evaluates and verifies satisfactory acceptance of contracted services and invoiced purchases, and recommends vendor payments.
- Provides back up to the Facility Manager as required and assists other sections when needed.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** The following minimum level of education is essential before being considered for the position: masters obtained post degree or equivalent post-degree qualification in electrical, mechanical or other appropriate field of engineering required.
- b. **Prior Work Experience:** Five years of progressive experience as a degreed/certified engineer, including two years of supervision. Five years of progressively responsible experience in maintenance operations, including journeyman mechanic, supervisory maintenance inspection or planning, and estimating experience would be an advantage.

- c. **Post Entry Training:** Knowledge of facility management, supervisory experience in one or more maintenance trades. Classroom based specialized training on basics of the BAS operations and programming with emphasis on Siemens.
- d. **Language Proficiency:** Level 3 in both written and spoken English, level 4 in written and spoken French. Must be able to explain, comment and interpret various technical and complex engineering tasks to non-expert English speakers.
- e. **Knowledge:** Comprehensive professional knowledge of his/her engineering field, considerable knowledge of related engineering fields. Thorough knowledge of construction practices and fire and life safety standards. Good knowledge of building/grounds maintenance trades operating practices/procedures. High degree of knowledge on local building and construction codes. Good working knowledge and understanding of building automation systems, system architecture, equipment and data management with emphasis on Siemens. Strong background and knowledge in fire alarm and monitoring systems, fire suppression systems.
- f. **Skills and Abilities:** Ability to prepare plans, specifications, technical drawings, and interpret plans and specifications prepared by others. Ability to absorb and understand highly complex information within multiple technical disciplines. Ability to understand and apply statistics and other sophisticated mathematical techniques and analyses. Must be able to supervise and provide technical guidance to a multi-trade work force while ensuring a quality and timely work product. Ability to establish effective working relationships with employees, contractors and local officials.

POSITION ELEMENTS

a. Supervision Received

Position is supervised directly by the Facility Manager. In his absence or as delegated he/she may be supervised by the Electrical or Mechanical Engineer Supervisor acting on the Facility Managers behalf.

b. Available Guidelines

Work Orders for Windows (WOW) training guide, Facilities Maintenance Handbook, Post Housing Handbook; Post Operations and Maintenance manuals will all be onsite or accessible by computer. T&A training guide, post correspondence manuals are additional guideline references.

c. Authority to Make Commitments

The position has no direct authority to make commitments, but will coordinate with Embassy staff, maintenance staff, service contractors and vendors on approved commitments as directed by Facility Manager or upper level Management in his or her absence.

d. Nature, Level and Purpose of Contacts

To provide functional support to the Embassy American employees, family members and local staff relating to facilities issues. Levels of contact with contractors shall be held to a minimum or otherwise as directed by Facility Manager.

e. Time Expected to Reach Full Performance Level

6 months

SELECTION PROCESS: Upon completion of the initial two-week mandatory announcement period, only Locally Employed Staff (LES) internal candidates who are currently employed by the Mission will be considered. If no internal candidate is selected, the position will be available to external candidates who are not employed by the Mission. When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

NOTE: Only short listed candidates will be contacted.

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 Ordinarily Resident (OR) 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 US 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 Not Ordinarily Resident (NOR) employees 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) Background check will be conducted if selected.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

- (1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.
- (2) Letter of motivation addressing the qualification requirements of the position as listed above,
- (3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.
- (4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office

E-mail Address: DakarHRO@state.gov.

CLOSING DATE FOR THIS POSITION: September 5th, 2013

The US Mission in Senegal 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.

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) 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.

2. Eligible Family Member (EFM) - An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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 US 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 US Social Security Number (SSN).

NOR employees are compensated under a General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP). If an individual is holding a diplomatic status through a spouse or partner by a third country or international organization (e.g., Union Nations), the candidate is

classified as Not Ordinary Resident (NOR) and paid off the US FP Scale.

5. Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.