

AMERICAN EMBASSY DAKAR, SENEGAL VACANCY ANNOUNCEMENT

JOB ANNOUNCEMENT NUMBER: DKR-2013-020

OPEN TO: All interested candidates
POSITION: Telecommunication/ Radio Technician FSN-8/ FP-6
OPENING DATE: January 30, 2013
CLOSING DATE: February 13, 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 **Telecommunication/ Radio Technician**.*

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

This position reports to the Information Management Specialist (IMS) with very little supervision. Incumbent manages temporary employees hired for special projects as assigned by IMS. She/he programs, installs, and repairs four unclassified telephone systems, peripherals, HF/UHF radios, cellular phones, blackberry, network infrastructure and circuits used in support of 15 US Government agencies. She/he is responsible for installing, repair and maintenance of all radios for staff, USG locations and over 120 residences. The incumbent serves as the primary liaison with the local telephone service and radio authority providers for technical issues on telephones and radios.

MAJOR DUTIES AND RESPONSIBILITIES

- Receiving limited direction, implements changes in telephone program procedures and is accountable for the efficient use for resources while meeting ICASS service standards. Is also responsible for ad hoc scheduling of installation, relocation, maintenance activities and completion of work orders regarding telephone related programs. These work orders include plans, designs, and coordination of requirements for new construction, renovation and office movements. The plans and designs phase may include specifications for required hardware (e.g. telephone systems and peripheral equipment) to meet selected communication requirements.
- Acts as the primary liaison with mid and high level representatives of the local PTT and appropriate embassy personnel concerning telecommunications issues, regulations and procurement specifications. The incumbent is the primary point of contact for detailed information on the capabilities and fee structures of the local PTT. The incumbent develops and maintains contacts with mid and high level representatives of the local PTT as well as spare parts suppliers to facilitate timely restoration or repair of mission telephone service and assets. She/he drafts and/or translates technical correspondence in both English and French, and maintains both logistic and fiscal records, reporting statistics and advising the IMS on possible procedural improvements regarding contracted services or Blanket Purchase Agreements (BPAs) with the vendor.
- Repairs and maintains computerized telephone systems including the CS 1000 and IP Office 500 and is responsible for compliance with USG regulations for safety and security during the on-site activity. In addition, prepares and maintains system documentation, inventory, and maintenance records of all telephone programs work.
- Installs and maintains motor pool mobile radios, which includes mounting antennas, running cable, and using a laptop computer to program the proper radio frequencies for each channel.
- Monitors, maintains and repairs phone lines to the Embassy, the 50Direct SONATEL Orange lines to the GSO Warehouse, 500+ telephone extensions on the Embassy compound and external structures such as the warehouse and the telephone connections to the CMR and DCR.

- Analyzes usage as directed, provides technical information, and advises authorized users on all issues related to the mission phone programs. The incumbent watches for abuse of the telephone system, reports violations to the IMS and makes recommendations to reduce their number and severity.
- Issues, maintains and repairs Embassy portable radios and keeps an accurate inventory of all radio assets, to include mobile radios and trains end users on proper radio use and maintenance.
- Installs, repairs and maintains UHF and HF radio antennas as necessary.
- Assists with the installation of wires, cables and terminations in support of telephone, radio and computer network connections on an as-needed basis.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:** High school diploma or equivalent.
- b. Prior Work Experience:** 2 years experience repairing/maintaining electronic equipment plus 1 year of experience working with computers and computer networking are required.
- c. Post Entry Training:** Specialized job training in Nortel telephone system maintenance and repair. Motorola/Kenwood radio installation, maintenance, and repair, including training on the specialized software used to program radios.
- d. Language Proficiency:** List both English and host country language(s) by level and specialization. French 4; English 3. Ability to speak and understand Wolof is highly desirable.
- e. Knowledge:** The jobholder needs to understand the specialized communications needs of some mission sections. The jobholder also needs to be familiar with the local terrain as it relates to placement of repeater sites. She/he also needs to be familiar with and be able to navigate the bureaucracy of the system such as with Orange SONATEL, Port Authority, Ministry of Telecommunications (ARTP), and Ministry of the Army. The jobholder needs to have basic knowledge of State Department or USG policies concerning communications security requirements. Knowledge required of telephone/cellular/blackberry systems: operations of telephone and computer networks, voice and data transmission requirements (both wired and wireless), switching systems, cabling and customer premise wiring infrastructure, wire and fiber optic termination techniques and programming of telephone sets. Activation, setup and troubleshooting of cellular phones and blackberry.
Knowledge required for radio systems: must have in-depth technical knowledge of RF systems and be able to install, program and repair HF/UHF radio communication systems. Ability to read and interpret schematic diagrams to detect circuit problems and a working knowledge of oscilloscopes, multimeters and other test equipment.
- f. Skills and Abilities:** Must be able to demonstrate good understanding of the priorities to ensure that the office is responsive to clients' needs. Good interpersonal skills are required for business and customer interaction. Must exercise good time management skills in order to resolve priority issues, downtime, etc. Good technical skills to troubleshoot, diagnose and resolve problems and to maximize the capabilities of resources.
 Ability to use tools and test equipment specific to the telephone systems including: transmission test sets, volt-ohm meters, tone generators, and punch-down tools plus basic hand tools such as tape measures, screwdrivers, pliers, hammers, and drills. Must be in good physical condition to climb ladders and possess the ability to maintain schedules, organize workloads, and exercise good records management. Due to Telephone system wiring color code schemes and safety considerations, the incumbent cannot be color blind.
 Must have a valid Class 2 driver's license.

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: February 13, 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. Locally Employed Staff (LES): An individual currently employed by U.S. Mission Senegal.
2. 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.

3. 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.

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, 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.

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 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.

6. 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.