

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 28-10

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Automotive Mechanic

OPENING DATE: December 30, 2010

CLOSING DATE: January 12, 2011

WORK HOURS: Full-time; 40 hours/week

GRADE: \*Not-Ordinarily Resident: FP-09 (To be confirmed by Washington)

\*Ordinarily Resident: FSN-1020-5

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

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Automotive Mechanic. The position is located in the General Services Section and reports to the Motorpool Supervisor.

## FUNCTIONS OF POSITION:

Inspects vehicles when problems are reported by supervisor through the Vehicle Maintenance Repair Work Orders system. Performs diagnostic tests to determine the nature and extent of repair work necessary. Performs major and minor repairs on electronically controlled vehicles. Identifies and repairs electrical faults on electronic fuel injection, electronic ignition, anti-lock brakes, automatic and manual transmissions, air conditioning as well as all other major and minor vehicle systems. Installs, maintains and identifies faults and needed repairs to electrical wiring, gauges, alternators, lighting system, starter motors and computer-based equipment in motor vehicles. Repairs or replaces faulty fuses, lamps and switches. May be required to solder or weld electrical parts as necessary. Utilizes all typical tools and equipment of the trade including testing analysis equipment, specialized

electrical tools, instruments and machines including drills, riveting tools and grinders.

Performs routine maintenance service on vehicles following an established schedule. Adjusts or replaces malfunctioning or defective parts as needed. Repairs machine parts, using engine lathes or other metal working power tools.

Escorts, supervises, assists and monitors the performance of outsourced automotive technicians as needed to ensure compliance with embassy standards.

Keeps working area neat and clean and observes all safety rules. Maintains control of assigned tools and will account for them while working for the embassy.

Performs all other duties as assigned.

#### QUALIFICATIONS REQUIRED:

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

1. Education: Secondary education is required. Completion of vocational or apprenticeship in an institute recognized as producing journey man skills, or equivalent experience in Automotive Mechanical Trade required.
2. Experience: Two years of journeyman Auto mechanical experience. Some Auto Electrical experience also required. Must have experience in 12 and 24 volt system troubleshooting and repair.
3. Language Ability: Level II English ability (limited knowledge) of written and spoken English required.
4. Knowledge: Must have full journeyman automotive mechanic trade knowledge. Must have knowledge of electrically operated accessories like radios, cassette players, CD players, heating or de-misting equipments, driving lamps and security systems. Must have excellent knowledge in test instruments and circuit diagrams to determine electrical faults on vehicles.
5. Ability to use hand held radios to communicate with management. Ability to read and interpret diagrams or signs in manufacturers guide. Ability to carry and use light to heavy tools and equipment in performing duties.
6. Skills: Must have skill in 12 and 24 volt system troubleshooting and repair. Must have manipulative skills in determining and fixing faults. Must be holder of driver's license. Ability to carry and use light to heavy tools and equipment in performing duties.

## 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 candidate 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. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
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 their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

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

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) and
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. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Automotive Mechanic)  
Embassy of the United States of America  
Southridge, Hill Station

Freetown  
FAX: 076/022-515-075

NOTE: Only short listed applicants will be contacted.

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 12, 2011

The US Mission in Freetown 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.