

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 24-2011

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Electrician

OPENING DATE: August 23, 2011

CLOSING DATE: September 7, 2011

WORK HOURS: Full-time; 40 hours/ week

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

*Ordinarily Resident: FSN-4

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 Electrician. The position is located in the Facilities Maintenance section and reports to the Electrical Foreman.

FUNCTIONS OF THE POSITION:

Performs highly skilled (full journeyman) level installation, maintenance, and repair work on electrical systems: Examines electrical equipment or makes diagnostic tests to determine the nature of work necessary and what equipment or materials are needed to correct deficiencies found. Carries out routine maintenance checks on wiring systems, office equipment, major household appliances, water heaters, uninterruptible power supply devices and residential and embassy security alarms systems as necessary to ensure efficient operation. Where major repairs are necessary, disassembles equipment and adjusts, repairs, or replaces defective parts or components to correct malfunctioning motors, compressors, valves, relays, switches, pipes and other controls, using hand tools such as screwdrivers, wrenches and pliers, welding, soldering, and

cutting equipment, and other electric testing instrument. Installs new electrical systems that are out of date or beyond repairs. Makes recommendations to supervisor as to electrical work requirement, the cost and time needed to accomplish an installation.

Maintains strict control of assigned tools and accounts for them while employed with the embassy. This requires keeping an accurate log of materials issued for specific jobs and assigned projects. Maintains his working area in a clean and neat manner, ensuring that safety measures are adhered to and report any problem that will hinder the progress of work in a safe environment.

May be required to direct and inspect the work of a trades helper.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of a secondary school is required. Completion of vocational studies in an institution recognized as producing journeyman skills in Electrical Electronic trade required.
- 2. Experience:** Two years of journeyman experience in electrical trade required. Experience should be such as will provide substantive maintenance and repair abilities in electronic equipments.
- 3. English Ability:** Level II English ability (limited) in written and spoken English is required. Level III (good working knowledge) in speaking Krio required.
- 4. Other Criteria:** Must have full journeyman knowledge of established electrical trade, practices and procedures. Must be able to drive and be holder of a driver's license.
- 5. Other Skills:** Ability to use all typical tools (including powered and non-powered hand tools of the electrical and mechanical trades. Ability to read and understand electrical layout drawings and electrical schematic diagrams.
- 6. Interpersonal skills:** Must be able to communicate well to Supervisor, colleagues and with inmates at embassy residents.

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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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 or
2. A current resume or curriculum vitae that provides the same information as a DS-174; plus
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 Electrician)
Embassy of the United States of America
Southridge, Hill Station
Freetown

FAX: 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 EFM 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's 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: September 7, 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.