

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 21-2011

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Mechanical Engineer

OPENING DATE: August 23, 2011

CLOSING DATE: September 7, 2011

WORK HOURS: Full-time; 40 hours/week

GRADE: \*Not-Ordinarily Resident: FP--04 (To be confirmed by Washington)

\*Ordinarily Resident: FSN Grade 11

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 Mechanical Engineer. The position is located in the Facilities Maintenance section and reports to the Facilities Maintenance Manager.

## FUNCTIONS OF POSITION:

Follow up on construction issues at the New Embassy Complex (NEC). Facilitates and Liaise with Management through the Facilities Maintenance Manager (FMM), in pursuing acceptable completion of these issues with minimal disruption to Post's operations and report to the Facilities Manager accordingly.

Observe the execution of additional constructions at the NEC to assure adherence to approved drawings and specifications. Prepares engineering drawings, technical specifications and independent government cost estimates for such construction, to support U.S. installed equipment. Inspects construction workmanship, materials, methods of

equipment, and reports as to their conformity and non-conformity to the approved drawings and specifications. Makes recommendations to the FMM Director on how to correct deficiencies and resolve construction problems.

Maintains close working relationship with the U.S. office of Overseas Building Operations (OBO) visiting teams, providing support to the visiting experts. Develop an in depth working relationship during inspection, testing, commissioning and maintaining of all NEC facilities during these experts' visits for a smooth and reliable operations of Post's Facilities Maintenance.

Monitors the consumption of essential supplies like electricity, water and fuel to the NEC. This includes supervising the judicious use of water and fuel to meet with NEC's operational demands for sustained operations of its facilities. Report to the appropriate Authority on workable solutions for a reliable and sustained supply of these supplies to Post. Ensure the smooth and continuous operations of the systems.

Respond to maintenance or emergency issues that arise in the operations of all Post's facilities and report to the Facilities Manager accordingly. Serves as resource person for technical information that would be required relating to the construction of the NEC and its facilities. Provide background technical knowledge of installed NEC systems gained during the NEC's construction work that would impact greatly in the effective maintenance of the systems.

Develop detailed Preventive Maintenance Schedule of NEC's installed systems. Consistently executes these schedules for Post's Facilities maintenance teams so as to enhance effective and reliable operating systems.

Reviews and analyze material samples, catalogs and brochures, shop drawings, installation manuals and other technical documents submitted by suppliers and contractor for conformity with post requirement. Prepare written reports of the analysis, incorporating their comments, and provide recommendations and alternatives for appropriate action to the Facilities Maintenance Manager.

Performs other engineering support duties related to the NEC's operations as may be required. Liaison with Post, coordinate authorized Title II mechanical engineering services as required. Participate in meetings and conduct discussions with the local/municipal authorities, as appropriate, on matters pertaining to NEC.

#### QUALIFICATIONS REQUIRED:

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

1. **Education:** Possession of a bachelor's or Masters degree in Mechanical Engineering required.
2. **Experience:** Three to Four years of progressively responsible experience in Mechanical Engineering, that includes providing planning schedule and project analysis for construction projects of highly technical and complex buildings or facilities. Three years supervisory or managerial experience in the field of Engineering.
3. **English Ability:** Level 4 (fluent) in written and spoken English Language is required.
4. **Other Criteria:** Must possess a professional knowledge of engineering principles, methods and procedures. Must be able to acquire knowledge of Manuals on Overseas Building Operations, Construction and Commission. Must have in-depth knowledge of local building and construction codes. Must know safety practices applicable to the construction industry and local safety laws. .
5. **Other Skills:** Must be able to prepare analytical written reports. Must be able to read and interpret building plans and specifications and safety requirements. Ability to use Microsoft Office Programs, Excel, Word, Power Point and Access. Must have a professional engineer's license or local credentials for Mechanical or Construction Engineers. Ability to operate digital camera to provide photographic records.
6. **Interpersonal skills:** Must have excellent interpersonal and communications skills to be able to negotiate with the local municipality or contractors and gain team cooperation at work with staff and contractors.

#### 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 Mechanical Engineer)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076-515-075

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 or 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: September 2, 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.