

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 010-2014

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Power Plant Generator Mechanic

OPENING DATE: March 12, 2014

CLOSING DATE: March 26, 2014

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP--9 (To be confirmed by Washington)
*Ordinarily Resident: FSN-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 Power Plant Generator Mechanic. The positions are located in the Facilities Maintenance section and reports to the Generator Foreman.

FUNCTIONS OF THE POSITION:

Performs full journeyman level work on the installation, operation, and major maintenance of diesel engine electric generators and related equipment at the Embassy chancery and Residences. Observes operation of these diesel generators which continuously supplies electric power to the embassy buildings; reads and interprets instruments and meters; change, open and close circuit, and adjust operating controls to achieve maximum functionality in meeting electric power needs. Starts, switches, and stops power equipment and generators as necessary. Re-fills fuel tank and monitors fuel feed gage to prevent shortage and sudden power cuts. Keeps records on fuel supplies and prepares weekly reports on fuel consumption. Puts emergency procedures into effect when electric storms or other difficulties occur. Oils, lubricates, maintains, and repairs power plant equipment.

Performs mechanical diagnostics of diesel engines to determine component failures. Carries out mechanical repairs work on faulty engines to the component level. Must be

able to use digital and analog voltage meters, torque wrenches, feeler gauge, and other associated instruments and tools. Performs full journeyman level installation, maintenance and electrical repairs of wiring systems, fire alarm systems, office equipment, major household appliances, water heater and uninterrupted power supplies as necessary. Performs mechanical and electrical troubleshooting, using manufacturer's manual and schematics.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of high school required. Completion of vocational training from an accredited institute recognized as producing journeyman mechanic with specialization in diesel engines field required.
- 2. Experience:** Two to three years progressively responsible experience in operation and maintenance of generators in large modern commercial or other buildings of which one year must have been experience in maintenance of HVAC equipment.
- 3. English Ability:** Limited English Language ability in written and spoken English required.
- 4. Other Criteria:** Must have full journeyman knowledge of established generator/power plant mechanical trade, practices and procedures. Knowledge on the maintenance of diesel power generators of up to 1000 kW capacity is required.
- 5. Other Skills:** Ability to use a variety of powered and non-powered hand tools of the electrical and mechanical trades. Ability to read and understand mechanical layout drawings and electrical schematic diagrams. Ability to work in a large modern building, and be able to understand the trade, construction, fire safety codes and standards required. Ability to work in a high stress high service environment. Ability to work on shift schedule. Must be able to drive and be holder of a driver's license.
- 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 may be added, but will NOT be accepted without a completed DS-174.
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 Power Plant Generator Mechanic)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076-515-355
HRFreetown@state.gov

by handing a sealed envelope to a guard at the reception post at the American Embassy in Freetown.

Note: All applicants must/must complete the DS-174 and attached their most current curriculum vitae to their application package. The embassy will not accept any applications that does not contain DS-174.

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 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: March 26, 2014

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.