VACANCY ANNOUNCEMENT

An Equal Opportunity Employer

The U.S. Embassy in Mbabane is seeking an individual for the position of **Computer Operator** in the Information Systems Center (ISC).

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

OPENING DATE: February 7, 2014
CLOSING DATE: February 21, 2014
SALARY: Position grade FSN-7. Non-cash benefits include medical & pension.

Basic Function of Position

This position is the junior of a 3-person Information Systems Center (ISC) and reports to the senior FSN in the section, the Computer Management Assistant. The incumbent provides the highest level of customer service. The incumbent is responsible for the software applications management and analysis, users' management support and training, LAN systems operation, maintenance and support. The incumbent also fills in for the telephone technician, telephone operator and mailroom clerk.

Qualifications Required

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **Items 1-5 are all required.**

1. Education: Completion of High School and A+ Certification plus N+ Certification is required.
2. Experience: Relevant computer technical experience of at least 2 years. Incumbent must be capable of installing computer software and hardware components and operating systems.
3. Language: Level 4 English, fluent in speaking and writing. Language proficiency will be tested.
4. Knowledge: Must have significant knowledge of and experience in the use of PC and Server based software, specifically Microsoft Windows Server, Microsoft Exchange Server, MS Office desktop applications and MS Windows desktop operating system.
5. Skills and Abilities: Ability to troubleshoot, diagnose and solve computer hardware and software problems. Must be able to manage a stressful and interruption prone workload. Effective in user training and must have skilled interpersonal relationship abilities. Must hold a valid driver's license and be able to drive a United States Government (USG) vehicle.

To Apply: view vacancy announcement at http://swaziland.usembassy.gov/
Interested candidates for this position must submit the following: A cover letter, current resume or curriculum vitae, plus any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Submit applications to U.S. Embassy, Human Resources Office, Central Bank Building, 7th Floor, Mahlokohla Street, P.O. Box 199, Mbabane, Swaziland. Or via email to: **Mbabane_HRRecruitment@state.gov** - include in the subject line: Application for **Computer Operator** position. **Only short listed candidates will be contacted**.