



## EMBASSY OF THE UNITED STATES OF AMERICA

### Position Vacancy Announcement

ANNOUNCEMENT NO: VA-09-61

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Audio-Visual/DVC Technician  
**OPENING DATE:** Sunday November 22, 2009  
**CLOSING DATE:** Sunday December 6, 2009  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY & GRADE:** FSN-7

**In-house candidates must apply through their supervisors.**

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking for a qualified individual for the position of Audio-Visual/DVC Technician in the Public Affairs Section (PAS) at the U.S Embassy Khartoum Sudan.

#### **BASIC FUNCTION:**

This is a non-supervisory position under the direct supervision of the Public Affairs Officer weekly input from the Information and Media Assistant, the incumbent serves as the Public Affairs Section Audio-Visual and Digital Video Conferencing (DVC) Technician. Incumbent is responsible for organizing and carrying out all tasks involving installing, maintaining, setting up, operating, placing and upgrading a wide variety of Audio Visual and digital technology equipment & materials for all official activities run by the Public Affairs Section in support of the Mission. Acts as primary advisor to the Information/Media Assistant and the PAO on selection of most appropriate audio-visual equipment and materials suitable for Public Affairs programming. Advises on proper format for placement on local broadcast media and at educational/cultural institutions.

#### **Major Duties and Responsibilities:**

##### **Audio-visual duties:**

--Incumbent is responsible for the technical aspects of conducting DVCs from a generic hardware/software/service-provider perspective, Washington and local bandwidth, and other technical constraints. This includes the technical setup requirements; physical layout and design; multipoint videoconferencing; and best practice for organizing and conducting DVCs, as well as the linking devices to the video conferencing equipment, including VCGs document cameras, PCs and mini-cams; various storage devices; and incorporating PowerPoint presentations. Incumbent is the main contact person with ECA/IIP/EXS, ARS Paris, and any other Conference coordinator in Washington in the aspects of conducting DVCs from a generic hardware/software/service-provider perspective, Washington bandwidth, and other technical constraints.

--Installs, maintains and operates a wide variety of audio-visual equipment including television receivers and monitors video recording equipment, digital projection equipment, public address (PA) systems, still and motion digital cameras, audio recorders, computer-based editing audio and video software, and DVC equipment. Will operate multi-purpose Room translation booth equipment and run all multimedia equipment at events/fairs. Should master preset recordings of TV and radio programs.

--Arranges lighting, sound amplification, and staging requirements of PAS/Embassy-sponsored events, any "Arts in the Atrium" exhibitions, gala soirées, cultural ambassador's cultural programs, Public Diplomacy outreach programs, and Information Resource Center (IRC) conferences.

**Outreach activities:**

--Takes part in Public Affairs Section program planning activities, and actively manages audio-visual/DVC role in routine PAS programs, PAS outreach programs and requested Mission programs approved by the PAO.

--Records and maintains available Department of State American Embassy Television Network (AETN) documentaries and Voice of America. Tracks the lending of these tapes to individuals/professionals, including government policy makers and other public sector officials, political leaders, business people, journalists, and others whose work require in-depth information on various subjects.

--Accompanies the IBB TVRO Contractor Engineer during PMI visits to VOA Affiliates and/or Radio Sawa around Sudan and prepares reports for PAO.

**Inventory and advisory duties:**

--Takes inventory of audio-visual/DVC equipment, and carries out general maintenance and repair as required. Ensures that Audio-visual/DVC equipment is running properly. Serves as primary advisor to PAO in recommending new or replacement A/V/D equipment. With the PAO's approval, orders spare parts as needed. Keeps current replacement schedules and advises PAO when new acquisitions are needed, with technical advice on the selection of the best and most appropriate equipment for Public Affairs activities.

**Other duties:**

--Is responsible for coordinating with remote DVC partners and working with bandwidth provider to ensure highest possible connectivity quality. Tests all equipment regularly.

--Maintains close working relationships with audio-visual service contractors.

--Occasionally does video shooting for mission programs and dubs videotapes burns CDs or DVDs for placement on local televisions.

**QUALIFICATIONS REQUIRED:**

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

**--Education:** Successful completion of high secondary education is required.

**--Prior Work Experience:** Minimum three years of progressively responsible experience in communications media, as a radio broadcaster, or audio-visual specialist or technician is required.

**--Language Proficiency:** (This will be tested)

	Speaking	Reading	Writing
English	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge
Arabic	Fluent	Fluent	Fluent

**--Skills:**

Must maintain and manage a wide variety of complicated equipment. Should be able to work collaboratively with program managers at PAS. Needs to be proactive in recognizing A/V problems or needs. Must be able to read and understand equipment manuals.

**SELECTION PROCESS:**

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.  
-- When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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 Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a 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 individuals for this position should submit the following or the application will not be considered:**

1. Application form for Federal Employment (current mission employees must submit an in-house application) and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above. Forms are available at the U.S. Embassy northern entrance gate.

- OR -

A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards) that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

#### **POINT OF CONTACT:**

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6100.

E-mail: [KhartoumHRO\\_DL@state.gov](mailto:KhartoumHRO_DL@state.gov). (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

#### **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

*The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, 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.*