



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-09-65**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Maintenance Mechanics  
**OPENING DATE:** Sunday November 22, 2009  
**CLOSING DATE:** Open until filled  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY & GRADE:** FSN-5

**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 Maintenance Mechanics in the Facilities Management Office (FM) of the General Services Office (GSO) at the U.S Embassy Khartoum Sudan.

**BASIC FUNCTION:**

Employed as a Maintenance Mechanic to carry out skilled maintenance and repair work through the New Embassy Compound (NEC) buildings and grounds and residential and non residential short term leased and U.S. government owned properties. Responds to scheduled, unscheduled and preventive maintenance requirements using work orders generated by the Work Order for Windows (WOW) module or other Computer Maintenance Management Software (CMMS). The incumbent performs daily work assignment to a variety of mechanical systems and equipment as directed by the Mechanical Trades Foreman and other Facility Management personnel. The incumbent provides emergency service coverage for malfunctioning mechanical systems and equipment as required 24 hours per day; seven days per week in support of the Embassy (24/7) operations.

**Major Duties and Responsibilities:**

- Performs hands-on preventive/predictive maintenance repairs based on written CMMS work orders or verbal instructions from the Mechanical Trades Foreman, Chancery or Residential Maintenance Supervisors, or Facility Manager. Ensures that all assigned maintenance tasks are carried out promptly and in full as described in the work order and in accordance with manufacturers repair or replacement requirements. Completes work orders by adding written comments and notes to the document accounting for labor hours and materials used to perform the work. Upon completion of documentation, returns the work order to the Mechanical Maintenance Foreman for review and close out. Performs periodic maintenance checks and services on various mechanical systems and equipment including but not limited to air compressors, domestic water and sanitary systems, water supply booster pumps, chilled water pumps, scroll air conditioning chillers, water treatment systems, fire suppression systems, fuel pumps, fuel tanks, oil water separators, waste water holding tanks, irrigation systems, elevators, kitchen equipment, bathroom fixtures, motorized and or hydraulic vehicle and personnel gates and other systems and equipment as assigned.
- Must have a comprehensive knowledge of a major building mechanical systems and equipment required to support the operation of the building and support the requirements of the personnel working in the building/s.

Includes plumbing equipment installation, maintenance, repair and troubleshooting, Air conditioning equipment installation, maintenance, repair, and troubleshooting to include being able to use electrical and air conditioning equipment such as pressure gauges, multi-meter, clamp on amp meter, vacuum pump, and other tools of the trade. Must be able to work on ventilation equipment to include installation, maintenance, repair, and troubleshooting for controls such as Building Automated Controls (electronic and pneumatic).

- Must be able to perform electrical equipment installation, maintenance and repair as it pertains to air conditioning systems, appliance repairs, pump installation, etc. Position requires the incumbent to work with a variety of hazardous materials and chemicals related to both refrigeration and water treatment.
- Ensures the proper use of time, tools and materials and that the work areas are kept clean and safe (Include shop and work site). Performs regular checks for required materials such as filters, lubricants, expendable materials, and spare parts. Provides updates to management on the status of equipment as required to maintain full services throughout the mission.
- Performs other duties to support post activities including relocations, emergency support actions, escorting, monitoring contractors and assisting other shops or work centers as part of the maintenance team.

**QUALIFICATIONS REQUIRED:**

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

**--Education:** Completion of secondary school is required. Completion of vocational training from an accredited institute recognized as producing tradesmen with mechanical maintenance skills in any area is required.

**--Prior Work Experience:** Minimum of 3 years experience in operation and maintenance of building mechanical systems and associated equipment in a large commercial building with modern mechanical systems. Experience in maintenance of commercial mechanical systems is required. Experience working with current mechanical trades' practices in the areas of safety, fire, and an understanding of personnel protective equipment used for the work of the position is required.

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

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

**--Skills:**

Must be able to work unsupervised and perform the work of a maintenance mechanic work and related trades with minimum supervision. May be called upon to perform the duties of acting Mechanical Trades Foreman during his absence. Ability to read and understand mechanical layout drawings, undertake feasibility studies and write detailed technical reports is a must for this position. The position must acquire a universal CFC license and a driver's license.

**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.*