



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-10-14

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Mechanical Engineer
OPENING DATE: Monday February 15, 2010
CLOSING DATE: Open until filled
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-10

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 Mechanical Engineer in the Facilities Management Office (FMS) at the U.S Embassy Khartoum Sudan.

BASIC FUNCTION:

Under supervision of the Facility Manager, the Mechanical Engineer is responsible for engineering oversight and support for the maintenance of the U.S Embassy's Mechanical systems such as, Chiller Plant, Air Handling Units, VAV System, Potable Water, Sanitary Sewage and Oil Water Separator Systems, Generators, Elevators, Building Automated Systems, and other building or security systems where engineering support is required. Responsibilities also include supervision and direction of Posts Heating Air Conditioning maintenance staff whose duties are to maintain these various mechanical equipment systems throughout the Soba Embassy Compound's (NEC) buildings and grounds.

Major Duties and Responsibilities:

Serves an expert in planning, organizing and maintaining large and complex mechanical systems and equipment. These include but are not limited to the Building Automation Systems and controls, Emergency Power Generation and HVAC systems. Solves mechanical problems to increase mechanical systems efficiency at the Embassy. Provides estimates of future maintenance costs and potential savings; formulates recommended mechanical projects and assists the Facility Manager with future project and annual budget projections.

Maintains monitors; troubleshoots; configures; isolates; corrects faults; performs diagnostic test and ensures the proper operations of all mechanical systems. Prepares reports to document and monitor operation of building systems and reports this status to the Facility Manager in the form of written reports. Provides budget input for operating, maintenance and repair costs to include all tools, especial equipment and spare parts required to keep systems in peak operational efficiency and within operating budget limits. Audits spare parts inventory, assists in locating and identifying vendors for spare parts and tools

Manages and maintains the building systems technical library consisting of maintenance manuals, cut sheets, schematic drawings and equipment specifications. Prepares written scopes of work, designs, drawings, bill of materials and cost estimates for minor maintenance, repairs and alteration work.

Brief Post management on status of work performed and in progress. Attends meetings with management personnel to explain performed system changes and future maintenance needs on a daily basis. Trains Post personnel in understanding the state of art building systems operation and the proper

operation and systems use of such systems as HVAC duct heaters, fan coils and high efficiency building air filtration systems. Oversees the development of instruction and preventive maintenance guidelines on all Post mechanical systems.

Prepare Statements of Work (SOWS), develops plans and specification of new construction and renovation work, prior to Request for Proposal from contractors. Involved with the selection process of contractors by analyzing contractor's bids for technical accuracy and makes written comments and recommendation as to the contractors ability to perform stated work to both the Contracting Officer and Facility Manager. Monitors contractor's work for providing products and services as per plans and specifications. Writes acceptance reports, develops the punch list, tests, and inspects as required to provide good quality service and construction. 15%

Assists in the development and implementation of a comprehensive preventive maintenance program for building systems and equipment and associated control devices with in the FM area of responsibility. 5%

Contributes to the Safety Program of the mission, inspect Government buildings to ensure that safety and wellness standard are met. Ensures work does not present health problems or risk of injury to workers or other employees or visitors. 5%

QUALIFICATIONS REQUIRED:

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

--Education: Completion of a 4 year BS degree in Mechanical Engineering from a recognized university is required.

--Prior Work Experience: Minimum of five years experience working as a project manager or director at a manufacturing plant, major resort, hospital, office complex or a large university. Position requires at least two years of documented supervisory experience managing between 3 to 8 employees. Prior experience using Auto CAD 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 may be called upon to perform the duties of acting Facility Manager during the absence of the Facility Manager. Ability to read and understand mechanical layout drawings, undertake feasibility studies and write detailed technical reports is a must for this position.

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. (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.