



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-09-27

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Electrician
OPENING DATE: Wednesday April 15, 2009
CLOSING DATE: Wednesday April 29, 2009 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-05

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 a qualified individual for the position of Electrician in the Facilities Management Office in the General Service Office (GSO) at the U.S Embassy Khartoum Sudan.

BASIC FUNCTION:

Performs electrical and general mechanical and building trades installation, maintenance and repairs at 3 US Government owned and 70 plus short term leased properties in accordance with established industry standards in support of Post's office and residential maintenance program. Incumbent is responsible for performing maintenance on power distribution and interior wiring systems. Conducting preventive maintenance requirements in accordance to established maintenance procedures and recommendations. Provide troubleshooting and diagnostic service using relevant electrical tools and test equipment. Generate inspection reports reflecting condition of appliances and other electrical equipment. Provides support as required to the Mission in Juba and Darfur as required. Incumbent directly reports to one of two Facilities Maintenance Supervisors.

MAJOR DUTIES AND RESPONSIBILITIES:

Ensures facilities related electrical services are provided to customers as in accordance with Post's Facilities Maintenance ICASS Service Provider Standards.

Maintenance duties

- Under general supervision and direction from supervisor, duties include recording power consumption measurements and ensuring associated systems components and hardware are electrically and mechanically compatible with systems at installation location. The incumbent installs and perform repairs on medium and low voltage electrical systems, lighting circuit, electrical panels, voltage regulators, emergency power generators, transformers, relays, circuit breakers, electrical appliances and various associated system components. Specialized experience required for the position: Knowledge of the theory and practical application of trade techniques common and peculiar to maintenance and repair of power system generators plants, including analog electronic technology. Must have ability to do diagnostic evaluation and troubleshooting of complex electrical equipment, control circuitry, and large electrical systems such as Uninterruptible Power Supplies (UPS), water treatment plant and chiller plant motors and associated equipment. Must be able to use complex test equipment to perform analysis and trouble shooting including: multi-meters; circuit tracing meters and 500 to 5000 volt meg-ohm testers; circuit breaker

test sets; low/medium voltage test equipment including power factor and hi-potential test sets; and various other meters and equipment. Ability to use volt-meters, ohmmeters and watt meters, both indicating and graphic as required. Performs electrical cable testing, and troubleshooting. Ability to read and understand complex electrical prints and schematics. Knowledge of safety practices and safe clearance procedures (lockout/tagout).

- **WORKING ENVIRONMENT:** The incumbent handles heavy parts and equipment and works in cramped quarters in tiring positions. Physical effort requires climbing stairs and ladders, and lifting, carrying, pushing, pulling and twisting objects frequently weighing up to, and occasionally over 45 pounds. A high degree of concentrated mental and visual attention is necessary to determine cause of trouble and to plan and carry out corrective action; to interpret complex drawings; and to coordinate a high degree of manual dexterity with close visual attention for sustained periods. Ability to distinguish colors is essential.
- Troubleshoots and diagnoses malfunctions in electrical equipment, wiring, and fixtures by using available literature from manufacturers such as manuals and drawings. Replace and repair malfunctioning components as required. Completes work orders and detailing related labor and materials data for maintenance and repairs based on the nature of the customer's request and depending on the type of appliance or system to be maintained. Troubleshoots and repairs building automated control system such as lighting, elevators, fire alarms, and associated equipment.
- **WORKING CONDITIONS:** Work is performed throughout the mission, indoor structures, and outdoors. The employee is exposed to noise, extremes of heat, dirt, oils, greases, dust, energized equipment, moving machinery, odors and fumes. Works around and at various heights. May work with a variety of toxic or caustic materials. There is a possibility of cuts, burns, falls, and electrical shock. Must wear all appropriate safety equipment and protective clothing, and successfully complete and maintain all occupational health requirements. Possess and maintain the physical ability to lift and carry up to 75 pounds
- Performs preventive maintenance on electrical systems to ensure safe and continuous operating condition and uses electrical test equipment to determine the condition of electrical wiring and associated components as part of the troubleshooting process.
- Performs other duties as required and related to Mission facilities maintenance requirements.

QUALIFICATIONS REQUIRED:

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

--**Education:** Successful completion of secondary school is required.

--**Prior Work Experience:** Three years of experience working in the building maintenance environment as an electrical technician 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:** Necessary skill and ability to read and interpret electrical drawing and schematics. Possess skills and ability to disassemble and reassemble equipment and associated components. Must possess good communication skills

and have ability to interact with customers in constructive manner. Must possess verbal and written communication skills to explain information related to day-to-day or recurring issues to supervisors and possess ability to write technical and inspection reports. Must have ability to comprehend relevant electrical safety requirements as they pertain to residential safety. Must be able to understand safety requirements when using chemicals and the disposals procedures in accordance to international safety standards. Must be able to complete the work in a time frame that meets industry standards. Must have a driver's license to drive cars and trucks.

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).

For more information about the positions and application procedures, please visit the U.S. Embassy internet website at the following link <http://khartoum.usembassy.gov> and access the vacancies through "Job Opportunities" located at the end of the page.

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.