

MANAGEMENT NOTICE

American Embassy Ouagadougou

NUMBER: 132/2009

Position numbers: 100570

DATE: October 9, 2009

SUBJECT: VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 37/2009

OPEN TO: All Interested Candidates

POSITION: HVAC Technician – FSN 08; FP-06*

OPENING DATE: October 13, 2009

CLOSING DATE: October 27, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR):
(Position Grade: FP-6 to be confirmed by Washington)

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

The U.S. Embassy in Ouagadougou, Burkina Faso is seeking an individual for the position of HVAC (Heating Ventilation and Air Conditioning) Technician in the Facility Maintenance Section.

BASIC FUNCTION OF POSITION

The incumbent oversees daily operation of the mechanical systems, manages preventive maintenance program, assigns tasks to subordinate staff, and performs troubleshooting including hands-on guidance to subordinate staff for repairs on all equipment associated with building engineering services under the general supervision of the Maintenance Supervisor / Engineer and Facilities Manager (FM). Inspects work in progress for all mechanical building engineering services including HVAC system, water supply system, sanitary system, fire protection systems and fuel oil supply system. The incumbent provides coverage for emergency service on mechanical systems as required for 24 hours per day; seven days per week (24/7) operation.

A copy of the complete position description listing all duties and responsibilities is available at <http://ouagadougou.usembassy.gov/jobs.html>, or in the Human Resources Office. Contact:

E-mail: HROouaga@state.gov
Phone: (226) 50-30-67-23 Ext 4034
Fax: (226) 50-31-23-68

QUALIFICATIONS REQUIRED

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

a. Education

Completion of vocational training from an accredited institute recognized as producing journeyman level technicians with specialization in HVAC field is required.

b. Prior Work Experience

A minimum of 7 to 10 years experience in operation and maintenance of building HVAC systems and associated equipment of which 5 years in large modern commercial or Government building is required. Experience in maintenance of Air-cooled chillers is required. Experience in handling of High Efficiency air filters / Carbon Absorbers, DDC controls and water treatment system is required. Experience working with U.S. building systems and construction practices, fire and safety codes and standards with preferably three years of experience with a US company or a USG agency is preferred.

c. Language Proficiency

English Level III (good working knowledge) - writing and speaking English is required.
French Level III (good working knowledge) - writing and speaking French is required.

d. Job Knowledge

Must have a very good technical understanding of major building air conditioning systems and equipment. Knowledge of reading blue-prints interpreting maintenance plans and technical literature required. General computer literacy is required. Knowledge of US building, trade, construction, fire and safety codes and standards is preferred.

e. Skills and Abilities

Must have the ability to plan and schedule work assignments accordingly for best use of time. Ability to use a variety of powered, non-powered hand tools and special monitoring instruments for the HVAC trades is required. Ability to read and understand mechanical layout drawings, building plans and electrical schematic and diagrams is required. Driving license is required.

SELECTION PROCESS

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 applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U.S. Embassy Ouagadougou
Attn: Human Resources Office
602, Avenue Pres Saye Zerbo
01 B.P. 35
Ouagadougou 01, Burkina Faso

POINT OF CONTACT

E-mail: HROouaga@state.gov
Phone: (226) 50.30-67-23 Ext 4034
Fax: (226) 50-31-23-68

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:
 - a. 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
 - b. 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, 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.

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

CLOSING DATE FOR THIS POSITION: OCTOBER 27, 2009

The US Mission in Ouagadougou, Burkina Faso, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, 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.