



**AMERICAN EMBASSY
SKOPJE**

VACANCY ANNOUNCEMENT

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ANNOUNCEMENT NUMBER: 004-09

OPEN TO: All Interested Candidates

POSITION: Telephone/Radio Technician, FSN-06; FP-08

OPENING DATE: January 27, 2009

CLOSING DATE: February 10, 2009

WORK HOURS: Full-time (40 hours per week)

SALARY: *EFM/MOH/NOR: US \$14,531 p.a. (Starting salary for full performance level)
(Position Grade: FP-06 to be confirmed by Washington)

*Ordinarily Resident: EURO 11,790 p.a. (Starting salary for full performance level), Position Grade: FSN-06

BASIC FUNCTION OF POSITION

Install, administer, troubleshoot, repair and perform preventive maintenance on telephone systems. Maintain accurate records and schematics of all telecommunications circuits, produce call billing reports, and maintain the inventory of telecommunications equipment. Setup and troubleshoot audio/visual, multimedia, and telephony equipment such as stereos, LCD's, TV's, decoders, DVC codices, and telephones for activities such as presentations, conference calls, digital video conferences, and VIP visits. Install, test, troubleshoot and repair cabling and circuits.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

1. Completion of Secondary School is required.
2. Minimum of two years hands-on experience maintaining and repairing telephone PBX systems is required.
3. Level III (Good Working Knowledge) Speaking/Reading English is required.
Level III (Good Working Knowledge) Speaking/Reading Macedonian is required.
4. In-depth technical knowledge of computer-based office telephone exchanges and systems is required. Basic knowledge in the fundamentals of radio technology is required.
5. Must be knowledgeable in the use of telecommunications test equipment.
6. Must have a driver's license and maintain the ability to drive a U.S. Government vehicle.
7. Must be able to lift 20 kgs from the floor to a table at a height of 150 cm.

Before being interviewed, qualified candidates must pass a telecommunications skills test offered by the U.S. Embassy, Skopje.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed NORs (persons not ordinarily resident in the country of Macedonia) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.

TO APPLY

Interested candidates for this position should submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

In addition, candidates may include 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

Human Resources Office
Attention: Management Officer
American Embassy Skopje, Blvd. Ilinden bb, 1000 Skopje, Macedonia; or e-mail to:

ApplicationS@state.gov; or

FAX: 389-2-3117-103

DEFINITIONS

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

- U.S. Citizen; and,
- Spouse or unmarried child 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, 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 U.S. 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 U.S. 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.

All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: (February 10, 2009)

The US Mission in Skopje 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.