



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2011- 12

May 17, 2011

Open To: All Interested Candidates/All Sources
Position: Alarm Technician- A/Residential Security Coordinator, FSN-7: FP-7
Opening Date: Immediate
Closing Date: June 3, 2011
Work Hours: Part-time; 20 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of Alarm Technician - A/Residential Security Coordinator in the Regional Security Office.

All ordinarily resident (OR) applicants must have the required work and/or residency permits to be eligible for consideration.

BASIC FUNCTION OF POSITION

The Alarm Technician - A/Residential Security Coordinator (AT- A/RSC) is the focal point for the residential security program. The incumbent installs, troubleshoots, repairs and maintains all residential alarm systems. AT/A/RSC also develops the residential security plan, conducts residential security surveys and ensuring official residences are in compliance with Overseas Security Policy Board (OSPB) standards; The AT- A/RSC is responsible for coordinating residential security maintenance and repair; and assisting with the development of the residential security logistical and financial plans. The RSC also assists the Regional Security Officer (RSO) and Assistant Regional Security Officer (ARSO) in providing residential security guidance to the Inter-Agency Housing Board (IAHB) and with residential security training and briefings for mission employees.

MAJOR DUTIES AND RESPONSIBILITIES

- Maintains a current knowledge of alarm installation and monitoring techniques;
- Installs residential alarm systems;
- Performs regular preventative maintenance of alarm systems;
- Repairs alarm systems when malfunctioning occasionally on weekends or afterhours;
- Develops and maintains an understanding of all Department residential security standards and post specific residential security requirements;
- Uses Department standards and post-specific requirements to develop the post's residential security checklist(s);
- Uses the residential security checklist(s) to conduct security surveys on existing and prospective mission residences documenting security deficiencies;

- Makes recommendations (including cost estimates) on security enhancements that would ensure that a prospective residence meets residential security standards;
- Coordinates the acquisition of residential security equipment with RSO and others, as needed;
- Coordinates the installation of post-funded security equipment with the General Services Office (GSO) and other sections, as appropriate;
- Provides guidance to installers and inspects completed installations to ensure that work has been completed according to instructions and systems are operational;
- Provides employees and their eligible family members with information on the reasons for the residential security enhancement as well as a briefing and/or orientation on the operation of the installed residential security equipment;
- Assists the RSO and/or PSO in collection and preparation of information needed for the residential security program budget;
- Monitors residential security equipment inventories and coordinates the purchase of supplies and replacement of equipment with post procurement in a timely manner;
- Ensures that residential security equipment is removed when residential leases are not renewed;
- Ensures that all residences have been surveyed within the last five years or as needed (i.e., due to change in security environment threat list (SETL) rating, etc.) and that survey data for each residence as well as other security related information regarding individual residences is maintained in appropriate files; and
- Maintains good relations with local guard force and encourages them to report residential security vulnerabilities.
- Performs other tasks as required by the RSO and/or PSO to ensure conformance to standards and the efficient cost-effective operation of the RSP

DESIRED QUALIFICATIONS

- a. **Education** - A post secondary degree A2 level in electronics, electro technique or telecommunications is required.
- b. **Prior Work Experience** - A minimum of two years of progressively responsible experience in the commercial security guard business, civilian or government police, or military with extensive knowledge of alarms and electrical system installation, maintenance, and repair is required.
- c. **Post-Entry Training**- On-the-job training on RSO established practices and procedures.
- d. **Language Proficiency**: French Level III, English Level II, Kirundi and Swahili Level III.
- e. **Job Knowledge** - Good working knowledge of basic computer skills and office procedures is required. General journeyman mechanic knowledge of current standards and practices.
- f. **Skills and Abilities**
 - Good working knowledge of Microsoft Office Suite
 - Drivers License Skills Required
 - Able to use hand tools, meters and other electronic instruments
 - Able to use safety equipment and other support apparatus
 - Extensive knowledge and understanding of electricity and electronics

POSITION ELEMENTS

- a. **Supervision Received-** Local Guard Coordinator / Assistant Regional Security Officer
- b. **Supervision Exercised-** None.
- c. **Available Guidelines-** 12 FAH-5, DS Security Standards.
- d. **Exercise of Judgment** - Work assignments vary in complexity and scope, requiring seasoned judgment.
- e. **Authority to Make Commitments** - None.
- f. **Nature, Level, and Purpose of Contacts-** Frequent post sections contact, occasional DS/OBO/DC contacts. (has frequent contact with EFMs and other Americans at Post)
- g. **Time Expected to Reach Full Performance Level-** Six Months.

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 candidates for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae as described below, **plus**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is ONLY submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Application for Employment.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)

- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Human Resources Office
Attention: The Human Resources Officer
Embassy of the United States
Avenue des Etats Unis
B.P 1720 Bujumbura
Position Title:
or
Email: BujumburaHR@state.gov

POINT OF CONTACT

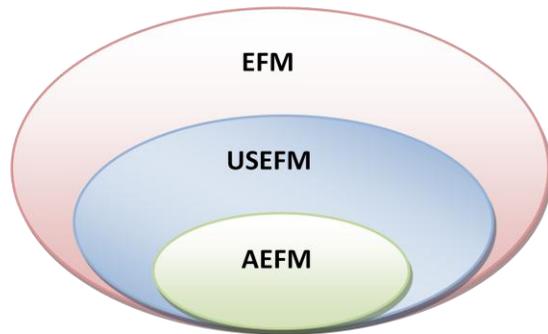
Telephone: 22.207.263

CLOSING DATE FOR THIS POSITION: June 3, 2011

The US Mission in Bujumbura 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.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- 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.

2. **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.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring

employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **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.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).