



VACANCY ANNOUNCEMENT

FY18-32r

Issued by the JAS Human Resources Office - Tri-Missions, Brussels

The Information Resource Management Office of the U.S. Embassy in Brussels is seeking eligible and qualified applicants for the position of

TELEPHONE TECHNICIAN

Open to:	All Interested Candidates / All Sources Click here to see the list of definitions
Position:	Telephone Technician, FSN-7/FP-07
Opening Date:	February 14, 2018
Closing Date:	OPEN UNTIL FILLED
Work Hours:	Full-time
Salary Range:	Ordinarily residents (FSN-7): EURO 3,020 – 3,990 gross/month Non-ordinarily residents (EFMs) (FP-07): USD 35,718 – 61,926 gross/p.a.

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

MAIN DUTIES AND RESPONSIBILITIES

The incumbent is one of two telephone technician positions under the guidance of the Telecommunications Technician supervisor. The telephone technician maintains the operational integrity of the telephone systems at the U.S. Embassy and performs installation and upgrades on these systems. The incumbent is also responsible for the Embassy radio program which includes installation and maintenance of repeater, base stations radios, handheld radios, vehicle radios, and antennas systems. Additionally, he/she is responsible for the maintenance of the television network utilized throughout the Tri-Mission (bilateral Embassy, U.S. Mission to the EU, U.S. Mission to NATO) and three Ambassador and three Deputy Chief of Mission residences.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education and Experience: Secondary/High school education and successful completion of vocational training in a telecommunications field or U.S. Military issued technical training with minimum three years' experience in a technical position with emphasis on telephone systems, management, and utilization of equipment **OR** Secondary/High school education with minimum four years' experience in a technical position with emphasis on telephone systems, management, and utilization of equipment.

2. Language Requirements: Speaking, reading, and writing: level III (good working knowledge) in English, French, and Dutch. Must be able to read and write in technical terms and comprehend correspondence and technical manuals.

3. Job Knowledge: Must possess a sound knowledge of electrical, electronic, and telecommunications procedures and practices. Must be highly skilled in the installation, operation, maintenance, testing, troubleshooting, and repair procedures and techniques.

4. Skills and Abilities: Ability to troubleshoot telephone, IT, and electronics, perform technical control tasks, operate various types of diagnostic equipment, use manual and power tools, conduct information analysis, read circuit drawings and schematics, keep accurate records, draft and translate technical documents. Must interact tactfully with all personalities and possess presentation skills. Must be in possession of a valid driver's license B with a good driving record. Must be able to work on ladders, perform physical labor, and lift 25 kg.

SELECTION PROCESS

When qualified, applicants who are U.S. citizen Eligible Family Members (USEFMs) are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Hiring Preference Order:

- (1) U.S. Citizen Eligible Family Member (AEFM) who is also a preference-eligible U.S. Veteran
- (2) U.S. Citizen Eligible Family Member (AEFM)
- (3) Foreign Service Officer on Leave Without Pay

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Sensitive but Unclassified (SBU) security clearance.
5. Candidates who are EFMs, USEFMs, AEFMS, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

PREFERRED OPTION:

Form DS-174 – Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member - can be downloaded from the website; **or**

TO BE USED ONLY IF FORM DS-174 IS NOT ACCESSIBLE

A current resume or curriculum vitae (CV) with the dates of employment (month/year of start and end dates), work schedule (including average hours per week for part-time or intermittent work), and detailed descriptions of duties, responsibilities, and accomplishments for each prior position; or combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**

A combination of both; i.e. Sections 1 -24 of the Form DS-174 along with a current resume or CV;

PLEASE BE AWARE THAT YOU MAY BE ASKED TO COMPLETE THE DS-174 AT ANY STAGE DURING THE HIRING PROCESS.

PLUS

Eligible Family Member candidates who claim US Veterans preference must submit written documentation confirming eligibility (e.g. Member Copy 4 of form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Family members may apply for vacant positions 90 days prior to their arrival at post (counting from the closing date of the vacancy) provided that they are in possession of travel orders. A copy of the travel orders must be included in the application package.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above must be included in the application package.

WHERE TO APPLY:

<https://be.usembassy.gov/embassy/jobs>

CLOSING DATE OF THIS POSITION: OPEN UNTIL FILLED

The three U.S. Missions in Belgium provide 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 (EEO) 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.