



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Embassy in Brussels

Announcement Number: Brussels-2019-25

Position Title: Computer Specialist

Opening Period: December 4, 2018 – December 12, 2018

Series/Grade: LE-1801/10
FS-1801/5

Salary: LE: EUR 4,556 -EUR 6,020 gross/month
FS: USD 51,007 -USD 79,070 gross/per annum. Actual FS salary determined by Washington D.C.

For More Info: JAS Human Resources Office, Tri-Missions, Brussels

Who May Apply: Current Employees of the Mission - All Agencies

Security Clearance Required: Local Security Certification or Public Trust

Duration Appointment: LE: Definite Not to Exceed 1 year. Becomes indefinite after successful completion of one year
FS: Definite Not to Exceed 5 years. (FMA)
Definite Not to Exceed 1 year. (PSA)

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf) before you apply: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Brussels is seeking eligible and qualified applicants for the position of **Computer Specialist**.

The work schedule for this position is: Full Time (LE: 38 hours per week, FS: 40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: Yes

Duties:

A. Administers the Embassy/USEU OpenNet+ and Devnet LANs

Manages all unclassified network operations, oversees infrastructure support, maintains operational software for the networks, installs/upgrades software, configures equipment and insures that both software and hardware meet Department of State IRM standards and Diplomatic Security requirements.

B. Oversees Help Desk Support

Supervises the work of all ISC operations staff (two assistant LAN managers, and four Help Desk Technicians). Advises and instructs ISC staff in technical matters and allocates tasks to them, specifying priorities and setting schedules. Monitors operations staff's performance, counsels them on their progress and produces yearly evaluation reports. Develops work requirement plans and sets performance goals.

Acts as highest level of technical assistance in resolving complex issues. Provides offices/sections with the set-up and maintenance of Department of State standardized software/hardware; configures and tests equipment to operate on the networks or in stand-alone mode. Assesses requirements, makes recommendations on hardware solutions, and evaluates overall functions of the network client PCs.

C. Provides input into system planning and design

Provides input to the ISO and Deputy ISO for inclusion in the Mission Program Plan, life-cycle management plan and post's Emergency Action Plan.

Makes recommendations for software and hardware upgrades.

Qualifications and Evaluations

Education: Two years of post-secondary education. Technical training in operation/administration of LANs, application/database software, and telecommunications.

Requirements:

EXPERIENCE: Five years of progressively responsible experience in the information technology field. Work experience must demonstrate a thorough knowledge of MS Windows operating environment; at least two years of recent experience must be directly involved with local area network administration and operations. Minimum one year of supervisory experience.

JOB KNOWLEDGE: Extensive knowledge of a wide range of analytical and diagnostic methods, tools, utilities and procedures concerning network components and their interrelationship with other equipment systems, local and remote access protocols and structures, connectivity and configuration options in use or under consideration for use within the local and wide area network, and standard and non-standard equipment operating characteristics. Conversant with industry-standard models and principles such as "open systems" and related Open Systems Interconnection (OSI) methodology; aware

of industry trends and emerging technologies and have knowledge of local vendor sources for equipment, services and information on the above.

Evaluations:

LANGUAGE: Speaking/Reading/Writing Level 3 (good working knowledge) in English is required. Level 3 (good working knowledge) in either French or Dutch is required.

SKILLS AND ABILITIES: Ability to manage all aspects of a LAN computer system and to work independently and be resourceful in locating and developing support sources, e.g., vendors, bulletin boards and on-line technical help services. Must possess strong interpersonal skills to work with clients at all levels at post, Bureau, Department personnel and with outside sources and considerable verbal and conceptual skills to discuss complex problems with non-computer personnel. Must be able to develop plans and successfully convey the need for such to upper management.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), working at the U.S. Mission in Brussels receive a compensation package that includes benefits such as hospitalization insurance, life insurance, and extra-legal pension.

For EFM's, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the same time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent

documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission’s internet site.

To apply for this position, applicants should electronically submit the documents listed below.

To apply for this position click the “Apply Now” button at the Mission’s internet site:
<https://be.usembassy.gov/embassy/jobs/>.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent) (for AEFM/USEFM)
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Brussels.