

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Christopher Dye, Management Officer

ANNOUNCEMENT NUMBER: 2007

Open to: All interested Candidates

Position: **Internet & Web Specialist, FSN-7 -- FP-7**

Opening Date: July 23, 2007

Closing Date: August 6, 2007

Work Hours: Full-time; 40 hours/week

Salary

***Ordinary Resident Person: See Definitions**

LCP- FG 22,689,440 p.a.

(Position Grade: FSN-7)

*AEFM/EFM/MOH/NOR: See Definitions

US\$ 32,062 p.a. (Starting Salary)

(Position Grade: FP-7 to be confirmed by Washington).

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN GUINEA BEFORE ELIGIBILITY TO APPLY.

The U.S. Embassy in Conakry is seeking an Ordinarily Resident citizen or individual with the required work permit for employment in country or Eligible Family Member (EFM) for the position of Internet & Web Specialist in the Information Management Office.

A copy of the complete position description listing all the duties and responsibilities is available in the Human Resources Office (ext.4298/4161/4178).

CLOSING DATE FOR THIS POSITION: August 6, 2007

Major Duties and Responsibilities:

- Incumbent coordinates installation, testing, troubleshooting, operation, and maintenance of hardware and software systems supporting servers, and workstations within the HomeNet network Internet wired and wireless LAN along with accompanying routers, switches, and CAT-5/6 cabling.
- Monitors the performance, capacity, availability, serviceability, and recoverability of installed HomeNet systems, and implements security procedures and tools.
- Maintain systems configuration, and manages the installations and integration of necessary updates, and enhancements.
- Together with vendor, install or add other services such as VoIP, video conferencing and teleconferencing as services become available.
- Implements, maintains, and enhances Home Internet systems, programs, procedures, and develops/deploys tools to ensure the integrity, reliability, accessibility, and confidentiality of information and computer/communications assets within US Diplomatic homes.

Qualifications Required:

- Completion of secondary school is required.
- Level III (good working knowledge) of English and French is required.
- Two years of progressive responsibility in an Internet Service Provider or Web based work environment.
- Must have good working knowledge of networking hardware/software, satellite uplink/downlink operations, installation and maintenance of Wi-Fi networks, Metro Area Networks (MAN), and/or Wide Area Networks (WAN).
- Knowledge of IP based communications systems and protocols.
- Ability to operate a computer terminal and perform hardware setups, adjust network performance parameters, and general maintenance of systems and equipment.

Selection Process:

When equally qualified, Appointment Eligible Family Members (AEFMs) 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:

- Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
- Applicants must be eligible for employment under host government laws and regulations.
- Current employees serving a probationary period are not eligible to apply.
- Employees with less than one year in their current position are not eligible to apply.
- Current employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment days.

- AEFMs must have a minimum of 8 months remaining at post to qualify for consideration.
- (As required): The candidate must be able to obtain and hold medical and security clearances.

To Apply:

- Interested candidates for this position should submit the following:
- Application for Federal Employment (OF-612), or current resume.
- Documentation (e.g., essays, certificates, awards, copies of degrees earned)
- That addresses the minimum requirements of the position as listed above.

Submit Application To:

Human Resources Office
Attention: Management Officer
B.P. 603

Point of Contact:

Receptionist
Telephone: 30-42-08-61/62/63

Definitions:

- **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent that is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad, and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

- **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
- **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
- **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
- **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Guinea 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.

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