# U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD VACANCY ANNOUNCEMENT NUMBER: 18-63

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Computer Management Specialist (LOC-13)

**OPENING DATE:** May 02, 2018 **CLOSING DATE:** May 15, 2018

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Ordinarily Resident: FSN-10, Rs. 2,454,367 p.a. (Starting salary)

Not-Ordinarily Resident: FP-05, US\$ 59,387 p.a. (Starting salary) \*Final grade/step for NOR will be determined by Washington

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

The U.S. Embassy in Islamabad is seeking an eligible and qualified individual for the position of Computer Management Specialist in the Library of Congress (LOC) office.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

#### **BASIC FUNCTION OF POSITION:**

The incumbent heads complex IT activities of the Library of Congress in Islamabad. S/he is delegated with responsibility of oversight of LOC Islamabad's IT infrastructure, providing support and guidance on computer systems, software application systems, repair and maintenance of hardware, network connectivity, systems development, and support for telecommunications and networking operations. The incumbent performs and supervises daily operations, installation, configuration, repair, maintenance, support, and management of hardware, software and different networks.

The incumbent is also the point of contact for maintenance of contracts for the Internet connections, software development and maintenance of computer equipment, printers. As needed, the incumbent coordinates with local vendors, Pakistan Mission staff, IRM and non-US organizations on automation matters. The Computer Management Specialist has considerable latitude in the management, planning, budgeting, acquisition, design, development, implementation, documentation, training and support for the hardware, software applications, network architecture, network security, websites, support infrastructure, procedures and policies. Provides advisory services and assistance to management for the development of new software applications. After analytical system studies if required incumbent may organize system analysis, design, and development stages, testing, implementing and evaluating the computer applications.

## **QUALIFICATIONS REQUIRED:**

NOTE: <u>All applicants must address each required qualification listed below with specific and comprehensive information</u> supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- <u>1. EDUCATION</u>: University degree (sixteen years of education) in computer science or information technology or computer/software engineering is required.
- <u>2. EXPERIENCE</u>: Minimum five years of experience which must have involved management of IT resources, project management, development and implementation, management of multi-user systems, contemporary Operating systems and networks is required. Two years of experience must have to be in a supervisory role.
- <u>3. LANGUAGE</u>: Level IV (Fluent) Reading/Writing/Speaking of English and Urdu are required. English Language skills will be tested.
- 4. SKILLS & ABILITIES: Incumbent should possess strong ability to work independently to manage a full range of IT in a large, regional operation with an extended client base. Highly analytical skills to advise the Field Director on the planning, development and implementation of all automated systems. Ability to apply specialized knowledge to the solution of complex library automation problems. Highly developed interpersonal skills in communicating in written and

graphic form and in making oral presentations before management, of plans and proposals for automation. Ability to develop and conduct training sessions in a variety of formats. Ability to supervise and coordinate work of others.

5. KNOWLEDGE: Expert knowledge on concepts of IT project management involving the full cycle of planning, study and analysis, development, implementation and training; Expert knowledge of networking concepts and protocols, Authoritative knowledge on evolving information technology resources, applicability of IT to business in general and LOC/Islamabad in particular, translating into long term action plans, thorough knowledge of LOC/USG policies, regulations and procedures with regard to IT, thorough knowledge Islamabad Overseas Office mission and operations and workflows in order to recommend improvements through new technologies; Knowledge of budgeting process and procurement.

**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\*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

## **ADDITIONAL SELECTION CRITERIA:**

- 1. Management may consider any of 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 the local security certification.
- 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.
- 6. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
- 7. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
- 8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

**HOW TO APPLY:** Applicants must submit Universal Application for Employment (UAE) (Form DS-174), which is available on our website (<a href="https://pk.usembassy.gov/embassy-consulates/jobs/current-vacancies/">https://pk.usembassy.gov/embassy-consulates/jobs/current-vacancies/</a>). Failure to do so may result in a determination that the applicant is not qualified.

#### WHERE TO APPLY:

Current employees of the Mission must submit their completed **DS-174** (Application for Employment as LE Staff or Family Member) by e-mail at PakJobsInt@state.gov.

External Candidates must submit their completed DS-174 (Application for Employment as LE Staff or Family Member) by e-mail at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 18-XX) must be mentioned in the subject line of the email. The Vacancy Announcement Number (e.g. 18-XX) must be mentioned in the subject line of the email.

**EQUAL EMPLOYMENT OPPORTUNITY:** 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. 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.

# Appendix A

#### **DEFINITIONS**

- 1. <u>Eligible Family Member (EFM):</u> An EFM for employment purposes is defined an individual who meets **all** of the following criteria:
  - U.S. Citizen or not a U.S. Citizen; and
  - Spouse or same-sex domestic partner (as defined in <u>3 FAM 1610</u>); or
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; or
  - Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; and
  - Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and
  - Is under chief of mission authority.
- 2. U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets all of the following criteria:
  - U.S. Citizen; and
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
  - Child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
  - resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
  - Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

- 3. <u>Appointment Eligible Family Member (AEFM):</u> An AEFM is an individual who meets **all** of the following criteria:
  - U.S. Citizen: and
  - Spouse or same-sex domestic partner (as defined in <u>3 FAM 1610</u>) of the sponsoring employee; or
  - Child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Listed on the travel orders or approved Form OF-126 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 or,
    - as appropriate, at an office of the American Institute in Taiwan (AIT); and
  - Is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
  - Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
- 4. Member of Household (MOH): A MOH is an individual who meets all of the following criteria.
  - A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
  - A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
  - A MOH is under COM authority;
  - A MOH may include a parent, unmarried partner, other relative, or adult child;
  - A MOH may or may not be a U.S. Citizen;
  - A MOH is **not** an EFM;
  - A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.
- 5. Not Ordinarily Resident (NOR) An individual who meets the following criteria:
  - An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
  - Has diplomatic privileges and immunities; and
  - Is eligible for compensation under the FS or GS salary schedule; and
  - Has a U.S. Social Security Number (SSN); and
  - Is not a citizen of the host country; and
  - Does not ordinarily reside in the host country; and
  - Is not subject to host country employment and tax laws.
- 6. Ordinarily Resident (OR) An individual who meets the following criteria:
  - A citizen of the host country; or
  - A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
  - Is subject to host country employment and tax laws.