



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 090 - 09

OPEN TO: **All Qualified Candidates**

POSITION: **Automotive Mechanic, FSN – 4; FP- AA**
(Salary approx. Tk. 22,000 per month)
OR;

**Depending on qualifications and experience
incumbent may be hired at a lower trainee grade
level below:**

Trainee Automotive Mechanic, FSN-3; FP-BB
(Salary approx. Tk. 16,000 per month)

OPENING DATE: **October 19, 2009**

CLOSING DATE: **November 1, 2009**

WORK HOURS: Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND
HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE
ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Automotive Mechanic for it's Motor Pool Unit of the General Services Office.



BASIC FUNCTION: This is one of the Automotive Mechanic positions in the Motor Pool (MP) Unit. Under the supervision of the Automotive Mechanic Foreman and direction of MP Supervisor, the incumbent is responsible for the maintenance and repairs of motor vehicles of the Embassy Motor Pool Unit.

MAJOR DUTIES AND RESPONSIBILITIES:

- ✚ Performs major and minor electrical repairs on automobiles, batteries, starter motors, alternators/charging system, wipers and wiper motors, pump windshield washer, relays, fuse box, electrical terminals, flashers, horn, instrument panels, head lights, turn signals, tail lights, switch etc.
- ✚ Inspects and performs repairs on automotive air conditioning systems, compressors, switches, condensers, evaporators, expansion valves, thermostats, receiver drivers etc. Vacuums and charges the system with Freon gas to the manufacturer's recommendations.
- ✚ Performs routine preventive maintenance on all electrical components, checking battery levels, terminals and connections for tightness, headlight alignments, operation of switches and lighting systems, wipers and A/C system for proper cooling etc.
- ✚ Completes work order forms related to preventive maintenance and other electrical repairs on all officials vehicles. Ensures that all tools and parts are accounted for on each assigned task.
- ✚ Follows established manufacturer's specifications to perform preventive maintenance, adjustments, electrical and A/C repairs on automobiles.

QUALIFICATIONS REQUIRED:

- 1. Education:** Completion of class VIII and two year vocational training from a recognized trade school producing skilled journeyman automotive mechanic with auto electric & air conditioning repair skills certificate is required. *(You must attach a copy of your VIII completion certificate and 2 year vocational training certificate along with your application form.)*
- 2. Language Proficiency:** Level II (Limited Knowledge) English & Level III (Good Working Knowledge) Bangla is required.
- 3. Prior Work Experience:** Minimum three years Journeyman Craftsman II (expertise in a particular areas i.e. vehicle's A/C system, electric function) Automotive Mechanic experience is required.
- 4. Knowledge:** Must have demonstrated knowledge of Automotive Mechanics (automotive systems, gasoline & diesel system, manual & auto transmissions, power & manual steering, drive drain, brake & suspension system etc).



5. Skills and Abilities:

- + Ability to drive all types of vehicles with a valid BDG driver's license. *(You must attach a copy of your valid BDG driver's license along with your application form.)*
- + Ability to use shop manuals, hand tools, special auto electric and air conditioning repair tools.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (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 on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either **By Hand with No Envelope** or **FAX at 9887825**. Blank application forms are available at South barrier (near the Vatican Embassy) and at U.S. Embassy website at: dhaka.usembassy.gov.**



A copy is also attached hereto for your convenience.

[Application Form](#)

Interested AEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

All applicants must complete application forms, attach a passport size photograph and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500, Ext: 2533
Fax # 9887825

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.



2. Eligible Family Member (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 USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

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.

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.

Cleared by:

HRO: x
AGSO: x
A/FMO: x
MGT: x