



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 094 - 09**

**OPEN TO:** All Qualified Candidates

**POSITION:** Assistant Telecom & Radio Technician, FSN-7; FP-7  
(Salary approx. Tk. 38,000 per month)  
**OR,**

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

**Trainee Assistant Telecom & Radio Technician, FSN-6; FP-8**  
(Salary approx. Tk. 33,000 per month)

**OPENING DATE:** November 3, 2009

**CLOSING DATE:** November 17, 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 **Assistant Telecommunication & Radio Technician** for the Telecommunication & Radio Unit of its Information Management Office.



**BASIC FUNCTION:** Under the supervision of the Telecommunication & Radio Field Engineer, the incumbent installs, maintains, repairs, replace, reprograms, relocates telephone sets of Nortel Meridian Option 61-C PABX, Meridian Voice Mail, EXACOM Voice recorder, CallBill billing system, Mission's mobile security radios, antennas, base stations, repeaters, Mission's radio communications equipment. This includes computer software programming of HT1250, HT750, and EX500 handheld Radios, MCS-2000 Mobile Radios and Comtegra Remote and using test equipments to diagnose malfunctions. Assist Radio/Telecom Field Engineer to perform some Research, Planning and designing work in the field of advanced technologies which are to be introduced to the post and when relocating departments inside the post.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**TELEPHONE:**

- ✚ Assure the proper function and maintenance of telephone system, high-speed data cabling and interconnectivity hardware for the Embassy's computer SBU LAN. The major components of the telephone system are a Nortel Meridian Option 61C Super switch, Meridian Voice Mail and EXACOM Voice Recorder, CallBill billing system, a BCM400 PABX, and National Panasonic Electronics PABX system.
- ✚ Program the available technical and operational features of the computer software driven Nortel Meridian Option 61C Super switch and for a variety of telephone instruments including Multi line M2616, M2008 and M2016S telephone sets. Program, add or change Voice and Announcement ports in the Meridian Voice Mail System when required.
- ✚ Operate with electrical, electronic and telecommunications theories and practices, and with the sound knowledge of U.S. Government and international telephone and telecommunications standards and requirements.
- ✚ Maintain daily contact with local telephone company technicians and engineers to restore lines.
- ✚ Utilize a variety of test equipment, including proprietary computer software, to diagnose and isolate line or equipment malfunctions, or to make programming modifications, and use a variety of hand and power tools to make needed repairs. Pack and ship defective equipment or parts to the appropriate facility.
- ✚ Update and maintain system documentation, equipment inventory, maintenance and repair records, and lists of spare parts, tools and materials. Order or requisite new tools and equipments to maintain a sufficient stock of spares.



## **RADIO:**

- ✚ Assure the proper functioning and maintenance of the Embassy radio system by installation and maintenance of a variety of radio equipment such as HT1250, HT750, and EX500 handheld Radios, MCS-2000 Mobile Radios and Comtegra Remote and using test equipments to diagnose malfunctions, antennas and base stations, and associated cables. Also, train non-technical personnel in the operation and basic repair (e.g., fuse and battery replacement) of radio equipment.
- ✚ Diagnose equipment and system malfunctions according to manufacturer's specifications and Department of State directives, using a variety of test equipment. Repair defective equipment to the component level, and pack and ship defective parts and equipment to the appropriate facility.
- ✚ Requisition of new or additional equipment to ensure a sufficient stock of spares. Update and maintain system documentation, equipment inventory, repair records, and lists of spare parts, tool and materials.

## **MANAGEMENT COUNSELLING:**

- ✚ Coordinate trouble-shooting efforts with local telephone company technicians and engineers to isolate and resolve problems with telecommunications circuitry entering or exiting all U.S. Government buildings and official residences.
- ✚ Draft telegrams, e-mails and other forms of correspondence to appropriate personnel at RIMC Bangkok, RIMC New Delhi, in the Department of State, and to commercial vendors when necessary, to request parts, manuals, or technical advice.
- ✚ Consult with USAID and other agencies personnel on cabling needs, and assist in the planning and implementation of wiring schemes and equipment location.
- ✚ Assist Radio/Telecom Field Engineer to perform some Research, Planning and designing work in the field of advanced technologies which are to be introduced to the post and when relocating departments inside the post.

## **OTHERS:**

- ✚ With minimal supervision install, relocate, and repair the Embassy's SBU LAN fiber optic and computer cabling. Assist the Telecommunications & Radio Field Engineer to conduct site surveys to determine the type and amount of equipment and material needed for office moves, and for upgrading all supported agencies' telephone services; in the preparation of technical drawings documenting cable and wiring layouts and equipment placements for both the



telephone and radio systems. Assist RIMC, Department or American contract technicians in the telephone and radio locations of the Embassy for major telephone and radio systems upgrades or modifications.

✚ Maintain and update a comprehensive inventory of telephone and radio equipment installed or issued to personnel in U.S.G.-owned or leased buildings and quarters. Maintain an adequate quantity of telephonic and radio supplies, parts and equipment, including power and hand tools, and test equipment.

### **QUALIFICATIONS REQUIRED:**

- 1. Education:** Completion of three year diploma in Engineering (Electrical, Electronics or Telecommunications Technology). *(You must attach a copy of your diploma certificate along with your application form.)*
- 2. Language Proficiency:** Level III (Good Working Knowledge) English and Level IV (Fluent) Bangla required. English language proficiency will be tested.
- 3. Prior Work Experience:** Five years of directly related with Digital PABX installation, maintenance and progressively responsible experience utilizing the knowledge, skills, and abilities listed under item 4 & 5 below.
- 4. Knowledge:** Must have a thorough knowledge of safety practices and procedures on Electrical, Electronic, Radio and Telecommunication theories and practices; installation, operation, maintenance, testing, trouble-shooting and repair procedures and techniques; and basic knowledge on International Radio/Telephone and Telecommunication rules and requirements.
- 5. Skills and Abilities:** Must be skilled in the Operation, utilization and in some instances calibration of test equipments and use of a wide variety of hand and power tools. Must be skilled in utilizing the Computer to program the Nortel Meridian Option 61C, Meridian Voice Mail, and EXACOM Voice recorder, CallBill Billing System, BCM400 and National Panasonic telephone system and post Radio Network. Work independently and effectively in stressful situations; read and interpret technical guidelines, ability to understand schematic drawings and engineering plans and specifications; communicate effectively with other technicians, USG officials and officials of the Bangladesh governmental and private sector; use engineering formulas and measurement systems, do site surveys and design work; prepare factual and analytical reports; and develop creative and effective solutions to technical problems.



## **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 (AEFMs) 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](#)

2. 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  
IPO: X  
FMO: X  
A/MGT: X