

JOB OPPORTUNITY

OPEN TO: All Qualified Candidates
POSITION: COMPUTER/ TELEPHONE / RADIO ASSISTANT
OPENING DATE: **June 6, 2007**
CLOSING DATE: **June 20, 2007 or until qualified candidate selected**
WORK HOURS: Full-Time 40 hours/week
GRADE LEVEL: Full performance **Grade FP- 07, salary US\$ 32,062.00 p.a.**
EFM/MOH/NOR: Position Grade: FP- 07 (to be confirmed by Washington)
Ordinary Resident: Position Grade: FSN- 07 Starting salary CFA 7,743,791 p.a.

IMPORTANT NOTICE:

1. The U.S. Embassy in Dakar is seeking candidates for the position of Computer/ Telephone/ Radio Assistant.
2. The U.S. Embassy will not in any circumstances, be involved in administrative formalities for obtaining work or residency permit for applicants.

BASIC FUNCTION OF POSITION:

Primarily assigned to the Information Systems Center (ISC), the position is designed as a Computer/ Telephone/ Radio Assistant for the US Embassy Dakar's telecommunications systems. The position will provide computer support in addition to web programming and will assist the Telephone Technician with telephone and radio maintenance and troubleshooting.

MAJOR DUTIES AND RESPONSIBILITIES:

- Troubleshoot and bench repair computer and telecommunication equipment and assist with the installation of software.
- Install, relocate and troubleshoot telephone and radio systems and associated equipment and cables connected to the telephone exchange and base stations.
- Update computer database software in telephone exchange to accompany rerouted telephone lines and instruments.
- Assist Post webmaster in updating website information and assist in developing new web-based forms and applications.
- Maintain hand-held radios utilizing computer software programs to install approved frequencies
- In the absence of the telephone technician, the job holder would supervise the switchboard staff
- The job holder will be assisting with the telephone switch and computer servers where a great deal of information, including sensitive and SBU, is stored
- The job holder will provide advice on solutions for web application design to his/ her colleagues /supervisors. Will also provide advice on resolution to telephone and radio problems.
- The job holder can be expected to use job-specific tools to troubleshoot telephone unit and telephone wiring problems (no dial-tone); troubleshoot non-functioning software issues; troubleshoot problems with UHF radio communications

QUALIFICATIONS REQUIRED:

- **Education:** University degree in computer science, with web programming courses and electronics
- **Prior Work Experience:** Experience in troubleshooting computer hardware and software, and with working knowledge in web development. Experience in the use of programming languages or applications. Working experience in the use of HTML, Photoshop, MS IIS, Adobe Acrobat, ASP, ASP.NET, PHP, and MS Office. Basic experience with electronics.
- **Post Entry Training:** One year Orientation training on installed information systems, applications and general operations of OpenNet, and the telephone PABX and E&E radio network.
- **Languages:** Level 4 (fluent) English spoken, reading and writing. Level 4 (fluent) French spoken, reading and writing. Level 2 Wolof spoken
- **Knowledge:** Knowledge of computer maintenance, the use of website development tools, ASP and ASP.NET page creation, basic electronics knowledge to be used in maintaining and troubleshooting telephones and radios.
- **Skills and Abilities:** Ability to perform a variety of tasks (computer support, web development, telephone /radio troubleshooting). Ability to plan tasks ahead of time, to be innovative in implementing solutions.

ADDITIONAL SELECTION CRITERIA: Management will consider nepotism/conflict of interest, budget, veteran's preference, and visa status in determining successful candidacy.

TO APPLY: Interested candidates for this position should submit the following: Application for Federal Employment (SF-171); or a 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: Personnel, Dakar with e-mail address: PersonnelDakar@state.gov

Please check the Website two weeks after the closing date to have information on whether the position is filled or not.

Closing date for this position: June 20, 2007
An Equal Opportunity Employer