

Vacancy Announcement



American Embassy, Ankara

U.S. Mission: Ankara, Turkey

Announcement Number: Ankara-2019-26

Position Title: Engineer/Maintenance Supervisor

Opening Period: April 10, 2019 – April 25, 2019

Series/Grade: 1105/FSN-11

Salary: FSN-11 USD 34,652 (Payment Currency is TL) **(The salary is gross, deductions are made for the employee share for social security coverage and optional supplemental health benefits and taxes are due on any and all cash payments made by the employer, including bonuses and allowances. The U.S. Mission in Turkey does not withhold taxes from employee's salary, and employees must pay their taxes appropriately.)**

For More Info: E-mail Address: hrankara@state.gov

Who May Apply: All Interested Applicants / All Sources
For USEFMs FS is FP-4
Actual FS salary determined by Washington D.C.

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary:

The U.S. Embassy in Ankara, Turkey is seeking an individual for the Engineer/Maintenance Supervisor position in the Facility Management Office of the Embassy.

The work schedule for this position is:

- Full Time – 40 hours per week

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: Yes

Duties: As the sole professional engineer assigned to Ankara, the incumbent provides expert professional engineering services in the planning, development, design, and/or maintenance of the construction, alteration, an/or major repairs, replacement systems, buildings, grounds and associated maintenance program of all U.S. State Department owned/leased facilities and equipment in Turkey. The incumbent performs a wide variety of engineering assignments, often of a unique nature, which require a high degree of professional judgment, considerable engineering skill, resourcefulness, unusual concentration and analytical ability, considerable management skill and adaptability. Incumbent is also responsible for the direction and supervision of the entire maintenance program for all Ankara owned/leased buildings, grounds, and associated equipment as well as acting as the Contracting Officer's Representative (COR) for all maintenance contracts.

Qualifications and Evaluations:

Education: A B.Sc. in Mechanical/Electrical/Civil or Facility Maintenance Engineering is required.

Requirements:

EXPERIENCE: Minimum FIVE years of progressively responsible experience as an engineer or equivalent is required. Additional two years of supervisory management experience over journeymen level mechanics, technicians, craftsmen, inspectors and associated personnel; in addition planning, cost, and budgetary preparation capabilities are also needed.

Licenses or certifications: The candidates must attach a copy their valid driver's license to the application form.

Evaluations:

LANGUAGE: Level IV (Fluent) in Speaking/Reading/Writing English, and Level IV Turkish are required. Language proficiency will be tested.

SKILLS AND ABILITIES: The incumbent must be able to possess substantial ability and skill in the preparation of engineering reports, specifications, and related materials in English, ability to perform and direct engineering operations relative to design, construction, inspection, installation, modification, and/or maintenance/repair of facilities, structures, systems, equipment, and devices, must be able to possess skill to develop a complete set of project plans, drawings, specifications, and estimates for construction or modification to a facility or structure, including graphs and charts, possess skill to perform cost and analysis and evaluation of contractor/vendor supplied tenders as well as ability to certify contractual performance standards and acceptance of both work-in-progress and completed projects. The incumbent must be able to possess ability to direct and supervise a total building maintenance function, to include planning,

preparation, translation from Turkish into English, analysis, and scheduling/rescheduling of both manpower and monetary resources as well as the ability to coordinate and control a variety of diverse projects, personnel, and contractors at all grade levels and various skills simultaneously, demonstrated ability to use tact and sound judgment when dealing with customers and public as well as carrying on a good working relationship with outside contacts, possess computer skill of using AutoCAD, MS Visio, MS Project and MS Office. The incumbent must be available to work on evenings, weekends, early mornings, and U.S. and Turkish holidays, as needed.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): 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.

Other information:

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 and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va> .

How to Apply: All candidates must be able to obtain and hold a local security certification.

Applicants must submit a Universal Application for Employment ([DS-174](#)) which is available on the U.S. Embassy Ankara website and may be downloaded from <https://tr.usembassy.gov/embassy-consulates/jobs/jobs/>.

To apply for this position, applicants should submit the DS-174 application form together with the documents listed below. Please note that the Human Resources Office does not accept applications delivered to the U.S. Embassy in person. All applications must be submitted via e-mail, applicants should receive a confirmation e-mail which states that the application is received by the Human Resources Office. Applicants should contact Recruitment Assistant if they do not receive an auto reply confirming receipt of their application. Please do not send your files (application forms, resumes or any additional documents) as shared URL links (for example: One Drive, Google Drive, etc.). All application documents submitted via e-mail must be sent as PDF attachments and/or word attachments. Failure to do so may result in a determination that the application is not valid.

Required Documents: Please provide the required documentation listed below with your application. **Failure to do so may result in a determination that the applicant is not qualified.**

- DS-174
- Copy of Orders/Assignment Notification (or equivalent and if applicable (only valid for EFM's))
- Residency and/or Work Permit (if applicable, must be valid at the time of application, all Ordinarily Resident applicants must have the required work and/or residency permits to be eligible for consideration)
- Passport copy
- Degree with transcript
- Driver's License (only if required for the position)
- Certificate or License (only if required for the position)
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letter(s) of recommendation
- List of references
- Turkish Military Discharge Document (for male applicants): Completion of compulsory military service is required.
- ID Card

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email or phone.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office from hrankara@state.gov .

Thank you for your application and your interest in working at the U.S. Mission in Ankara, Turkey.