



# USAID | ALBANIA

FROM THE AMERICAN PEOPLE

## JOB VACANCY ANNOUNCEMENT No. 09-03

**OPEN TO:** All Interested Candidates

**POSITION:** **Computer Management Assistant, FSN-1805-08**  
Ordinary Resident (OR)\*  
(Starting grade to be determined based on the qualifications of the candidate)

**OPENING DATE:** May 15, 2009

**CLOSING DATE:** May 29, 2009

**WORK HOURS:** Full-time, 40 hrs. /week

**IMPORTANT NOTE:** ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

*The USAID office is seeking an individual for the position of a Computer Management Assistant in its Management Office.*

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

Within the Executive Office, the IT Unit is responsible for providing data, word processing and telecommunication services. The incumbent reports directly to the Computer Management Specialist who, in consultation with the Executive Officer, establishes basic work parameters and determines priorities. The employee will assist the Computer Management Specialist with Mission IT system management on an as-needed basis, or in the absence or preoccupation of the Computer Management Specialist. During these periods the Assistant will serve as network administrator and will be responsible for the maintenance of the system, including but not limited to matters relating to computer operations; support of application systems; installation, maintenance, and repair of hardware; telecommunications; WARP; and systems development. The incumbent assists in the training of computer users, is responsible for adding new LAN/phone connections as required, and updates network layout drawings and tables. This position requires a broad and comprehensive knowledge of LAN systems and PC-based hardware and software, and strong technical and communications skills.

A copy of the complete position description listing all duties and responsibilities is available in the USAID/ HR Office located at American Embassy, NOX, 2<sup>nd</sup> floor. Contact Lori Pikuli at Ext. 3183.

**QUALIFICATIONS REQUIRED:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Possession of a university degree, or the local equivalent, in computer science or other similar discipline is required. Additional training, such as completion of MSCE or other advanced training is desired.
2. **EXPERIENCE:** Two to three years of responsible experience working in the field is required. Such experience should have been in an office environment that included LAN/WAN systems, external connectivity, a high level of security, etc.
3. **LANGUAGE:** Level IV English and Albanian oral and written ability (fluent) is required.
4. **ABILITIES and COMPUTER SKILLS:** Good technical computer skills, in order to troubleshoot, diagnose, and resolve hardware and software problems. The ability to relate proposed priorities and projects to the capabilities and limitations of computer systems and components and to determine capabilities to meet support requirements is required. Ability to balance system needs with individual user requirements. Additional training, such as completion of MSCE or other advanced training is desired.

**Note:** Unless you meet all specified requirements you will not be considered.

**SELECTION PROCESS:** It is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The selected candidate will be required to undergo both a Medical and Security Clearance prior to employment.

**TO APPLY:** Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

USAID/ American Embassy

Human Resources Office

E-mail: [lpikuli@usaid.gov](mailto:lpikuli@usaid.gov)

Telephone: (355) (4) 2247-285 Ext. 3183

Fax: (355) (4) 2233-520

*(Faxed and e-mailed applications are also accepted).* **Only applications received in the USAID/HR Office before the closing date of this job announcement will be considered.**

**DEFINITIONS:**

**Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: 05/29/2009**

USAID in Tirana 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. USAID also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**APPROVED: Acting MD/ JBRANNAMAN**

**CLEARED: EXO/ WCHANSEN; IT: EHONDRO**

**DRAFTED: HR/ LPIKULI**