



Position Title: Mechanic (Security Systems) (All Interested Candidates)

Announcement Number: DaresSalaam-2024-042

Hiring Agency: Embassy Dar Es Salaam

Open Period: 10/04/2024 - 10/18/2024Format MM/DD/YYYY

Vacancy Time Zone: GMT+3

Series/Grade: LE - 1210 8

Salary: TZS TSh42,293,136 /Per Year

Work Schedule: Full-time - 40 HRS PER WEEK

Promotion Potential: LE-8

Duty Location(s): 1 Vacancy in Dar Es Salaam, TZ

Who May Apply/Clarification From the Agency: All Interested Applicants / All Sources

Summary: The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of **Mechanic (Security Systems)** in the Engineering Security Office.

Duties

1. **25%** The DS RST is responsible for developing and managing the Active Vehicle Barriers and Control Systems (AVBCS) maintenance and repair (M&R) program in the ESO Dar es

Salaam region of responsibility in accordance with guidelines established by DS/ST/STO, OBO, and ESO Dar es Salaam. AVBCS support duties include, but are not limited to:

- a) preparing maintenance schedules and procedures,
- b) training local FM/GSO staff on maintenance and minor repairs of AVBCS,
- c) inspecting, verifying, and ensuring proper maintenance regimens are performed and that AVBCS operating parameters meet DS standards,
- d) performing M&R on AVBCS,

- e) identifying the need for major repairs and refurbishment to AVBCS and working with the Officer-in-Charge(OIC)/ESO DAR ES SALAAM to prepare Engineering Security Services Reports to have the work performed,
- f) coordinating with posts to ensure monthly schedule maintenance is performed and that the associated work orders in Computerized Maintenance Management System (CMMS) are completed,
- g) maintain the AVBCS database in CMMS and locally at the post, and

- h) perform yearly inventory of post's AVBCS parts inventories in CMMS.

2. **25%** The DS RST is responsible for developing and managing a Closed Circuit Television (CCTV) maintenance program for CCTV cameras installed outside of Controlled Access Areas (CAA). CCTV system support duties include, but are not limited to:

- (a) preparing a routine maintenance schedule for CCTV cameras and monitors,
- (b) ensure CCTV cameras and monitors are maintained in optimal working condition,
- (c) performing regular camera cleaning, focusing, and alignment to desired field of view for all cameras in the ESO Dar es Salaam region of responsibility,
- (d) maintaining and repairing camera support structures to include items such as poles, mounting brackets, housings, cabling, and power supplies,
- (e) maintain the CCTV database in CMMS and locally at the post,

- (f) identifying improvements to CCTV coverage, especially due to changes at post associated with construction projects or changes in facility usage,
- (g) identifying CCTV system components more than two model revisions old and assisting the OIC/DAR ES SALAAM with preparing and implementing system upgrades,
- (h) perform yearly inventory of post's CCTV parts inventories in CMMS.

3. **20%** The DS RST is available to the ESO DAR ES SALAAM to perform inspections, installations, preventative maintenance, and repair of any security system not located in CAAs to include locks, public address systems, walk-through-metal-detectors, explosive detection equipment (itemisers), and paper shredders. Maintenance of any itemisers is permitted only under direct supervision of a Security Technical Specialist (STS) or Security Engineering Officer (SEO).

4. **15%** The DS RST performs inspections, installations, preventative maintenance, and emergency repair to forced entry/ballistic resistant (FE/BR) doors and windows in the ESO DAR ES SALAAM region of responsibility. The DS RST will make recommendations based on these inspections to improve and/or revise technical security programs. Performs maintenance and repair of FE/BR door power supplies, locking devices, rot on hinges, and fire exit packages.

5. **15%** The DS RST is required to use the Computerized Maintenance Management System (CMMS) to record all work performed, services rendered, parts used, and travel expenses incurred in accordance with DS/C/ST and ESO DAR ES SALAAM rules, procedures, and regulations. The DS RST has yearly, semi-annual, monthly and per TDY trip travel and budget planning and reporting tasks as defined in ESO DAR ES SALAAM standard operating procedures. The DS RST has yearly inventory counting and reconciliation requirements for AVBCS parts, CCTV parts, and specialized tools and equipment. The DS RST has yearly and periodic performance and evaluation responsibilities that include assisting the rating officer with development of a yearly work plan, providing regular job performance reports, and participating in periodic performance reviews. The DS RST must be willing and able to travel to any part of the world to attend in service training as requested by the OIC/ESO DAR ES SALAAM to maintain proficiency on security systems.

Qualifications and Evaluations

Requirements:

EXPERIENCE: At least five (5) years of hands-on field experience in major repairs and installation of electrical and heavy-duty mechanical equipment, CCTV, public address, AVBCS, reading and interpreting architectural and engineering design drawings.

JOB KNOWLEDGE:

Should have knowledge and/or experience in:

1. Installing, troubleshooting, and repairing electrical and electronic systems, hydraulic and/or pneumatic equipment;
2. Working with different types of steel, concrete, and masonry wall construction, anchors, and bolts;

3. Awareness of general responsibilities of Mission agencies/offices outside of ESO Dar es salaam section.

Education Requirements:

Completion of a two (2) year diploma in Electronics/Electrical/Mechanical engineering from a reputable institution is required.

Evaluations:

LANGUAGE: Level III (good working knowledge) in English and Kiswahili Level III (good working knowledge) is required. (This may be tested)

SKILLS AND ABILITIES:

Must be able to read blueprints and schematic diagrams of electrical and mechanical drawings, minor adjustments, and repairs. Must be able to apply knowledge of above in the installation and M&R to FE/BR doors and windows. Ability to use electronic test equipment. Should be able to use knowledge and skills to rectify problems associated with security equipment independently.

Interpersonal skills:

1. Ability to present a friendly, helpful, patient and caring impression to customers;
2. Ability to talk and relate to U.S. and local personnel from a variety of backgrounds and Mission offices;
3. Ability to be firm but tactful when explaining policy or limitations on resources.

Conflict management:

1. Ability to deal with upset or difficult clients while keeping own temper/composure;
2. Ability to assure upset/angry clients that their concerns will be addressed while not promising actions/results that are inconsistent with Mission practices;
3. Ability to employ a problem-solving approach to difficult issues rather than assigning blame ;
4. Ability to maintain objectivity in difficult situations.

Ability to use MS Excel, Access, and Word software and Internet search engines.

Ability to use special lifting equipment and/or coordination of unskilled laborers. The nature of work may require working from a ladder, in crawl spaces, above ceiling areas and other non-office areas of a building structure.

Availability to frequently travel, may travel alone or as part of a regional security team.

Possession of a local driver's license class B&D is required. Numerical Skills is also required.

Required Documents:

To qualify based on education, you **MUST** submit the requested degree and transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

All Applicants:

- College Degree Certificate
- College Degree Transcript
- Driver's license class B&D
- Proof Of Citizenship
- Work Permit

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