



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

Announcement Number: DaresSalaam-2024-042-RA

Hiring Agency: Embassy Dar Es Salaam

Open Period: 11/21/2024 - 12/05/2024 Format 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

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

Under supervision of the Security Office Engineer, performs inspections, installations, preventative maintenance, and emergency repair of unclassified technical security, counterterrorism, and life-safety equipment deployed by Diplomatic Security (DS) at U.S.

diplomatic missions overseas. Studies and make recommendations for ways to improve the effectiveness of the security systems at U.S. diplomatic missions in the ESO Dar es Salaam region including (Tanzania, Zimbabwe and Malawi) constituent posts.

Major 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.

Qualifications:

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

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

APPLY HERE

2. Position Title: Human Resources Assistant (American Services) (All Interested Candidates)

Announcement Number: DaresSalaam-2024-055

Hiring Agency: Embassy Dar Es Salaam

Open Period: 11/21/2024 - 12/05/2024 Format MM/DD/YYYY

Vacancy Time Zone: GMT+3

Series/Grade: LE - 0305 8

Salary: TZS TSh42,293,136 /Per Year

Work Schedule: Full-time - 40HRS PER WEEK

Promotion Potential: LE-8

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

Summary: The U.S. Mission in Tanzania is seeking eligible and qualified applicants for the **Human Resources Assistant (American Services)** in the Human Resources Office.

Duties

American Personnel Services - 60%

1. Check-In/Check-Out Duties: Prepares and updates documents for Welcome materials, working with team members, other Consulate offices and supervisors. Disseminates welcome guides and packages in accordance with standard operating procedures.

Manages pre-arrival communication with clients to request advance information, sends Welcome information via e mail. Reviews, processes, and files check-in/check-out forms,

collects required documents from departing employees, etc. Prepares paperwork for approval of Members of Households (MOHs) as needed.

2. Travel Message Cables: Prepares official messages regarding travel and assignments for American employees, including extension/curtailment and reassignment. Sends these prepared messages for the supervisor's review, maintains tracking records of these documents. Enters the data from these messages into HR personnel systems.

3. Ministry of Foreign Affairs and Accreditation duties: Regularly contacts with the Ministry of Foreign Affairs (MFA) on all matters regarding appropriate diplomatic recognition for every type of employee and their accompanying family members. Communicates with the MFA on matters of dual citizenship as well as Third Country National (TCN) accompanying employees.

Drafts diplomatic notes and submits for approval. Maintains working to mid-level contacts with the Ministry of Foreign Affairs division and Consular Affairs division in order to resolve issues related to accreditation, TCN visas, etc. Responds to inquiries from MFA regarding various special requests.

4. EFM Roving Program: Manages scheduling of temporary workers ("rovers"); serves as a POC for offices/sections who require assistance and contacts rovers - either through soliciting a volunteer from the group, or designating an individual (based on availability) for a specific task.

Responsible for exit-processing of employees in family member positions. Provides advices on eligibility for specific programs, required documentation and procedures, employment benefits (leave, life insurance, savings plan, retirement, maintaining clearance, etc.) after departing from their position, etc. Responsible for submitting all exit-processing documentation correctly and on time to avoid overpayments and benefits miscalculations.

5. Performance Management Program: Oversees U.S. employee evaluation report process. Manages performance evaluation process and serves as POC for all U.S. personnel. Keeps and maintains updated list of all employees and their rotation period. Assists with tracking and monitoring evaluation due dates, establishing evaluation review panels, sending out reminders about when evaluations are due; reviewing evaluations for completeness; processing through review panels, and forwarding completed evaluations to Washington after final HRO review of each evaluation.

6. U.S. Intern Program: Primary liaison with Washington D.C. contacts on all matters pertaining to overseas U.S. interns. Liaises with sections and submits requests for internship. Works with Section Chiefs to rank candidates from the State Department's application database and makes assignments determination based on sections' needs and students' interest. Prepares conditional offer letters for students' acceptance and submission to the Bureau. Responds to various inquiries from candidates; submits cables to the Department. Assists with housing, visas, security clearance related questions. Administers interns' performance evaluations.

7. Allowances/Payroll:

Provides responses to questions about general allowance/entitlement questions, benefits such as educational travel, travel for children of separating parents, medical/death/eldercare emergency travel, return of children over 21, etc. Learns and refers to federal regulations. Drafts/prepares any required notifications to the Department. Receives and distributes information on special enrollment periods for retirement, health benefits, life insurance, etc. Provides first-line response to client's questions and refers difficult and/or problem cases to the Human Resources Officer (HRO) and/or Washington contacts. Processes forms submitted for HRO's signatures. Prepares official messages regarding allowances for the Department's Financial Service Center (FSC) regarding specific at-post allowance for employees and their family members assigned.

AEFM Employment Programs - 20%

Serves as post's main point of contact (POC) on American local employment programs. Primary liaison with Washington D.C. on all matters relating to Eligible Family Member (EFM) hiring. Responsible for coordination with various higher-level parts of the Department to obtain permissions for establishing and/or converting EFM positions. Prepares official messages to the Department requesting new positions or position (re)classification of EFM positions.

Manages position records of EFMs, Expanded Professional Associate Programs (EPAPs), and Seasonal Hires. Provides hiring managers with solutions on job sharing and/or temporary employee options, where applicable, to maximize availability of jobs to all EFMs interested to apply for Embassy positions. Coordinates with DOS and non-DOS employees and their high school and college age dependents to fill summer hire positions at post. Manages hiring placement, scheduling, and overall implementation of program. Prepares Seasonal Hire program budget costs for post's finance section to review and plan. Plans, coordinates, and manages work schedule for summer hires, etc.

Performs recruitment for EFM positions. Reviews EFM position descriptions and advises on accuracy and correctness. Refers hiring managers to post's classification advisor for further actions, as needed for changes to job or reclassification to different level position.

Advertises EFM positions via post's distribution lists, internal and external websites, newsletter, and within the EFM community at post and/or incoming personnel. Liaises with other diplomatic missions, employment companies, and renowned organizations in order to promote employment opportunities for the U.S. Government.

Reviews and screens applications, conducts specific tests for qualified applicants, and refers them to the hiring officer. Sets up the Post Employment Committee (PEC) meetings; drafts decision memorandum on EFM selections; and PEC agreement for the Ambassador's approval. Prepares job offer letters and coordinates all paperwork for EFM employment.

Identifies whether selected EFM meets eligibility criteria for certain salary increase considerations before hiring. Proposes appointment salary level by comparing position requirements, incumbent's qualifications, highest previous salary rate, etc. Prepares requests for appointment authorizations and personnel actions. Responsible for submitting all employment documentation correctly and on time to avoid payroll delays.

Performs orientation for new EFMs, assists them in completing the required employment documentation, and provides advice on available benefits, employee earnings and leave systems, etc.

EFM Security Clearance procedures - Responsible to collect, compile, and submit the complete security clearance packages to Diplomatic Security (DS). Works closely with the HRO or Management Officer (MO) on security application systems by providing specific data to initiate cases in the system. Follows-up with EFMs on missing information to avoid potential system cancelations and/or delays. Ongoing follow-up with DS for updates on pending cases.

HR Database Maintenance and Reporting – 10%

Enters all relevant information (e.g. promotion lists, tenure lists, curtailment/extension approvals, reassignment at post, personnel actions, check-in/check-out information) into HR databases and maintains other documents.

Researches databases to develop lists of potential EFM employees to assist with special projects.

Updates Family Member Appointment (FMA) handbook and HR internal website pertaining to American services. Drafts or provides input to internal post notifications and policies on matters such as Members of Household, EFM employment on the local economy, domestic staff, etc.

Checks data input in HR personnel systems for diplomatic/consular titles and coordinates with the Department for correctness and accuracy.

Prepares annual diplomatic and consular lists in accordance with federal requirements for submission to the MFA.

Conducts formal presentations during HR learning sessions.

Other Administrative Duties - 10%

Coordinates post's efforts to administer the Foreign Service Officer Test (FSOT) to the public, including soliciting for volunteers, coordinating the logistics, working with IT as necessary, and communicating with FSOT administrators.

Maintains and updates schedule for emergency phone Duty Officer, ensuring handbook is up-to-date and passed on to the next duty officer on a specific date. Ensures electronic devices (if any) are in proper working order.

Creates and maintains electronic personnel files. Manages files in accordance with U.S. federal retention and destruction guidelines. Assists HR team with projects as required.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

Qualifications and Evaluations

Requirements:

All selected candidates must be able to obtain and hold a:

- Security certificate; and
- Medical certificate

All selected candidates will be subject to a background investigation and a pre-employment medical exam. Selected candidate must be able to begin working within a

reasonable period of time upon receipt of agency authorization and clearances/certifications or their candidacy may end.

Education Requirements:

Completion of two (2) years of general college studies is required.

Evaluations:

You will be evaluated against the qualifications and requirements in this vacancy announcement.

You may be asked to complete a pre-employment language or skills test.

You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any knowledge/skills/abilities listed. If you fail to submit a complete application, then your application may be disqualified for this position.

Qualifications:

Experience:

Minimum three (3) years of progressively responsible experience in human resources or administrative field is required.

Language:

Level IV (Fluent) Speaking/Reading/Writing English is required. Level III (Good Working Knowledge) Speaking/Reading/Writing Kiswahili is required. *(This may be tested)*

Job Knowledge:

Knowledge of recruitment and employment procedures. Knowledge of privacy restrictions as they relate to personal information. Knowledge of local regulations related to visas and accreditation, Knowledge about employment on the local economy. Ability to learn new protocol and personnel regulations and procedures.

Skills And Abilities:

Good working knowledge of Microsoft Office (Word, Excel, Power point, Outlook, and Internet). The ability to learn new personnel systems and tools. Must have excellent customer service and communication skills to manage in-person and

telephone contacts. Must be organized, diligent, and able to work under pressure. Good interpersonal relationships are required.

Required Documents:

*Please upload **all** applicable documents to your application. If you fail to submit a complete application, then your application may be disqualified for this position.*

All Applicants:

- Proof of Citizenship
- Work Permit (if applicable)
- University Degree
- University Transcript

[APPLY HERE](#)