

U.S. MISSION MOROCCO VACANCY ANNOUNCEMENT

Announcement Number: Casablanca-2018-029R

Position Title: Computer Operator

Opening Period: Monday, January 28, 2019 – Monday, February 11, 2019

Series/Grade: LE - (1815) 7

Salary: (MAD) 180,162 p.a. – (MAD) 180,162 p.a.

For More Info: Human Resources Office: RecruitmentRabat@state.gov

Who May Apply: All interested Candidates /All Sources
For USEFM - FS is 07. Actual FS salary determined by Washington D.C.

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period.

THIS POSITION IS SUBJECT TO FUNDING AVAILABILITY

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees, <https://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees>, before you apply.

Summary: The U.S. Consulate in Casablanca is seeking eligible and qualified applicants for the position of Computer Operator.

The work schedule for this position is Full Time (40 hours per week)

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

Supervisory Position: No

Duties: The incumbent reports to the Information Program Officer (IPO) and works under the general supervision of the Senior Systems Manager supporting all unclassified computers included in the Department of State's (DOS) OpenNet local area network (LAN) and Dedicated Internet Network (DIN), including all constituent USG agencies assigned to Consulate Casablanca. S/he maintains the OpenNet and DIN networks infrastructure, ensuring compliance with State regulations and security requirements. The incumbent serves also as the Consular Section's main point of contact, providing technical support and maintaining Consular Information Technology (IT) infrastructure.

Qualifications and Evaluations

Education: Bachelor's degree in Computer Science, Information Technology, Information Resource Management, or equivalent is required.

Requirements:

Experience: Minimum of three-years' work experience in programming, technical, or administrative nature in the Information Technology field is required.

JOB KNOWLEDGE:

- Knowledge of Microsoft Office, Windows 10, OpenNet local Area Network (LAN) technology, Transmission Control Protocol/ Internet Protocol (TCP/IP), switches/routers, Information Technology (IT) hardware and software, is required.
- Knowledge of databases and applications, such as Oracle, Microsoft SQL, or Access is required.

Evaluations:

Language: Level IV (fluent) English, French, and Arabic is required. (English Proficiency will be tested)

SKILLS AND ABILITIES: Must be able to solve daily problems associated with hardware and software.

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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Morocco may receive a compensation package that includes allowances, competitive bonus and benefits. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments.

For EFM's, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

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 [US MISSION MOROCCO](#).

To apply:

- a) **Mailing Address:** Human Resources Office
Attention: Vacancy Announcement 18-029B
Address: Km 5.7, Avenue Mohammed VI, Souissi, Rabat 10170
- b) **E-mail Address:** RecruitmentRabat@state.gov

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Residency and/or Work Permit
- CIN copy
- Bachelor degree in Computer Science, Information Technology, Information Resource Management
- Work certificates

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.

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.

Thank you for your application and your interest in working at the U.S. Consulate in Casablanca, Morocco.