

# U.S. EMBASSY KUWAIT

## VACANCY ANNOUNCEMENT NO. 041-05

**OPEN TO:** ALL INTERESTED CANDIDATES - ALL AGENCIES

**POSITION:** ELECTRICAL ENGINEER  
FSN-1105-12\*; FP-03\*\* (FULL PERFORMANCE LEVEL)

OR

ELECTRICAL ENGINEER  
FSN-1105-11\*; FP-04\*\* (TRAINING/DEVELOPMENTAL LEVEL)

**OPENING DATE:** December 27, 2005

**CLOSING DATE:** January 15, 2006

**WORKING HOURS:** FULL TIME; 40 hours per week

**SALARY:** Full performance level:

Not-Ordinarily Resident (NOR):  
US\$ 58,845 p.a. (Starting Salary) ; Position Grade: FP-03  
(\*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 12,702 p.a. (Starting Salary)  
Position Grade: FSN-12  
\* Actual grade and salary will be based on the qualifications of the applicant.

Training/Developmental level:

Not-Ordinarily Resident (NOR):  
US\$ 47,682 p.a. (Starting Salary) ; Position Grade: FP-04  
(\*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 11,588 p.a. (Starting Salary)  
Position Grade: FSN-11  
\* Actual grade and salary will be based on the qualifications of the applicant.

**Note: All ordinarily resident applicants must have the required work and/or residence permit to be eligible for consideration.**

The U.S. Embassy in Kuwait is seeking an individual for the position of an Electrical Engineer in the U.S. Army Corps of Engineers. The incumbent will work directly under the supervision of the Area Engineer, Kuwait Area Office at Camp Arifjan, Road 40, King Fahed Abdul Aziz Road towards Julai'a.

## **BASIC FUNCTION OF THE POSITION**

The incumbent serves as an Electrical Engineer, principle representative in the field electrical engineering projects, within the Kuwait Area Office. As a representative of the Resident Office, is responsible for direct liaison with U.S. Army representative(s).

Duties include:

- Acts as a representative for all electrical projects in the project office.
- Supervises and manages activities of the Resident/Project Office and subordinate project offices required to accomplish the construction.
- Maintains liaison with local authorities and U.S. Military organization elements.
- Manages assigned project to comply with plans, specifications and quality; maintains progress and ensures timely project completion.
- Ensures that high safety standards are maintained for all work under his supervision and complies with security requirements.
- Maintains good public and community relations. Establishes and maintains a stable labor relations climate.
- Holds pre-final and final inspections of contractors' work. Prepares transfer and acceptance documents to using agency and conducts the necessary warranty inspections.
- Supervises preparation of project completion and closeout documents, as-built drawings, Operation and Maintenance (O&M) manuals, implementation of training program for O&M and warranty follow-up.
- Keeps the Resident/Project Engineer informed of all contractual/project status problem areas.

## **QUALIFICATIONS REQUIRED:**

1. Possession of a Bachelor of Science (B.Sc.) degree in Electrical Engineering from an accredited university, and recognized by the Kuwaiti Society of Engineers. Possession of a valid Kuwaiti driver's license.
2. Ten years of progressively responsible experience as an Electrical Engineer in design, field construction and supervision of large residential/commercial projects.
3. Fluent (Level IV) Speaking/Reading English.
4. Good knowledge of all electrical system design, construction testing and commissioning. Must be able to review and interpret engineering documents, drawings and specifications.

Must be computer literate and familiar with MS Word, MS Excel, Primavera, AutoCAD or Micro Station/Intergraph and other engineering software.

5. Familiar with engineering office and construction administration duties.  
Familiar with the latest United States and local standards and construction industry practices.
6. Must be able to review and comment on electrical engineering submittals for shop drawings, material and equipment and execute all duties with minimum supervision.

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION PROCESS:**

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

- Optional Application for Federal Employment (OF-612) or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- 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**

Human Resources Office  
American Embassy Kuwait

### **DEFINITIONS:**

1. Appointment Eligible Family Members (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service (CS) or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. Eligible Family Member (EFM): Family members who are at least age 18 and are listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the COM as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, CS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under COM authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: COB JANUARY 15, 2006**

An Equal Opportunity Employer

The U.S. Mission in Kuwait 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.