

EMPLOYMENT OPPORTUNITIES

Vacancies exist at the United States Embassy Belmopan for:

One (1) Information Technology (IT)/Multi-media Technician

One (1) Security Technician

The successful candidates will be required to obtain a security clearance and undergo a medical examination.

I. IT/Multi-media Technician (Vacancy Announcement 2010-004)

Major duties and responsibilities:

- Responsible for installing, maintaining and operating multi-media equipment such as public address systems, projectors, laptop computers, video/teleconferencing equipment and other audio visual equipment.
- Installs, maintains and repairs all telephone and high speed circuit equipment and cabling within the mission facilities, to include the Embassy housing units.
- Responsible for maintaining the Embassy's telecommunication system to include running cables for new computer locations, adding OPX lines, troubleshooting the telephone system, diagnosing high speed telecommunication circuits, circuit interruptions and deficiencies.
- Responsible for maintaining the Embassy's TV system and radio network. Incumbent will install, program, maintain and troubleshoot the Mission's radio program.
- Maintains an inventory database of all multi-media and telecommunication equipment;

Qualifications required for the IT Multi-media Technician position:

- Completion of secondary school is required.
- Level IV (Fluent) Speaking/Reading/Writing English is required.
- Two years of progressively responsible experience in the telecommunications industry is required.
- Good working knowledge of MS Office 2007 (Word, Excel, PowerPoint, Access, and Outlook) and multimedia applications is required.
- A valid driver's license is required. Please attach a copy of your license to your application form.

II. Security Technician (Vacancy announcement 2010-005):

Major duties and responsibilities:

- Installs, maintains and repairs residential security equipment to include alarms, security lighting, walk-through metal detectors, x-ray machines, itemisers, traffic barricades, vehicle arrest systems, door locks, closed circuit television cameras and vehicle gate openers.
- Inspects leased residences and prepares corresponding reports with recommendations to ensure compliance with the Residential Security Program standards.
- Studies and make recommendations for ways to improve the effectiveness of the security systems at USG facilities.

Qualifications required for the Security Technician position:

- An Associate degree with at least a one-year course certificate in Electronics, Electrical or Mechanical engineering is required.
- Level III (Good working knowledge) Speaking/Reading/Writing English is required.
- Two years experience in major repairs of electronic/technical equipment such as but not limited to alarms, closed circuit TVs, public address systems, delta barriers, walk-through metal detectors, x-ray machines, itemisers, traffic barricades, vehicle arrest systems and vehicle gate openers is required.
- A valid driver's license is required. Please attach a copy to your application form.

Incumbents must be available for occasional off-duty and weekend work to respond to emergencies.

Selected applicants may be hired at a developmental level, until knowledge of internal operating procedures of the section has been attained.

WHO MAY APPLY: Anyone eligible for appointment under Belize's local laws. Applicant must be resident in the country at the time the application is submitted, and be in possession of a Belize social security card valid for employment and/or a resident/work permit.

HOW TO APPLY: Interested candidates should submit the following in order to be considered for the positions: 1. Application for Employment Form (DS-174); or 2. A current résumé or curriculum vitae that provides the same information as the DS-174; plus 3. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the positions as listed above. Applicants who claim U.S. Veteran's preference must provide a copy of their DD-214 form with their application. Application forms must be sent to the Management Officer, U. S. Embassy, Floral Park Road, Belmopan, Belize. Please include the corresponding vacancy announcement number on the envelope and provide a return address.

A copy of this advertisement, the position descriptions and the required application form (DS-0174) are posted on the Embassy's website at <http://belize.usembassy.gov>. Application forms are also available at Embassy Belmopan's security guard booth. Applications submitted for previous vacancies cannot be applied to this vacancy. The deadline for submitting applications is Friday, June 4, 2010. Applications will not be accepted after June 4, 2010.