1. Vacancy Information

Vacancy Announcement: Addis-2021-063

Position Title: Information Management Assistant - Employees of Mission-All/or USEFMs, EFMs or MOHs

Series: 1805

Grade: 8

Location(s): Addis Ababa, ET

2. Personal Information

Name: DECHASA GELATA Sr.
Email: dechasaadeba@gmail.com
Telephone 1: Day Phone - +251922088220
Telephone 2: Day Phone - +251940099572

3. Veterans' Preference and Military Service

Veterans' Preference: Not a veteran.

4. Eligibility Questions

PERSONAL INFORMATION

1.Does your relative work in this Embassy or Consulate?

Answer: No

NOTE: Relative is a husband, wife, domestic partner, member of household, father, father-in-law, stepfather, mother, mother-in-law, stepmother, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, brother, brother-in-law, half-brother, sister, sister-in-law, half-sister, uncle, aunt, first cousin, nephew, or niece.

2.Are you able to legally work in this country?

Answer: Yes

NOTE: U.S. Government does not sponsor work visas unless specified on the Vacancy Announcement.

3.If this job includes driving a U.S. Government vehicle, do you have a current and valid driver's license?

Answer: Yes

CITIZENSHIP

Select all that apply and include the required documents (as stated) with the application. Additional documents may be requested by HR at the interview phase.

4.Are you a U.S. citizen listed on the travel orders or approved OF-126 (or other agency equivalent) of a direct hire FS, CS, or uniformed service member assigned (not TDY) to this U.S. Mission and under Chief of Mission authority, or to an office of the American Institute in Taiwan?

Answer: No

5. Education & Experience

Education

Do you have any education you would like to include?: Yes

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1. Education

Education Level:	Graduate
School Name:	Jimma University
Attended From:	Month: 10 Year: 2013
Attended To:	Month: 07 Year: 2017
Education Duration:	3 years 9 months
Location:	Ethiopia
Degree / Diploma / Certification:	Degree
Major Subject:	Computer Science
Did you Graduate?:	Yes

Work Experience

Do you have any work experience you would like to include?: Yes

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1. Work Experience

Job Title:	Senior software developer
Job Type:	Full Time
Employed From:	Month: 12 Year: 2017
Employed To:	Month: 03 Year: 2021
Work Duration:	3 years 3 months

Employer Name:	Dechasa
Employer Address:	Ethiopia
Employer Phone Number:	+251922088220
Salary:	21000
Salary Currency:	ETB - Ethiopian Birr
Salary Frequency:	per month
Hours Per Week:	40
Supervisor Name:	Dr.Riyadh
Supervisory Responsibilities?:	Yes
Main Duties & Responsibilities:	Dr. Riyadh is the technical executive officer and co founder Organization, ADC Research and Development
Reason for Leaving:	I have completed my contractual.

2. Work Experience

Job Title:	Team leader
Job Type:	Full Time
Employed From:	Month: 12 Year: 2019
Employed To:	Month: 03 Year: 2020
Work Duration:	0 years 3 months
Employer Name:	Dechasa
Employer Address:	Ethiopia
Employer Phone Number:	+251922088220
Salary:	21000
Salary Currency:	ETB - Ethiopian Birr

Salary Frequency:	per month
Hours Per Week:	40
Supervisor Name:	Dr.Riyadh
Supervisory Responsibilities?:	Yes
Main Duties & Responsibilities:	Dr. Riyadh is the technical executive officer and co founder Organization, ADC Research and Development
Reason for Leaving:	I have completed my contractual.

3. Work Experience

Job Title:	Information Analyst and Management
Job Type:	Full Time
Employed From:	Month: 12 Year: 2020
Employed To:	Current
Work Duration:	0 years 9 months
Employer Name:	Dechasa
Employer Address:	Ethiopia
Employer Phone Number:	+251922088220
Salary:	21000
Salary Currency:	ETB - Ethiopian Birr
Salary Frequency:	per month
Hours Per Week:	40
Supervisor Name:	Dr.Riyadh
Supervisory Responsibilities?:	Yes

Main Duties & Responsibilities:	Dr. Riyadh is the technical executive officer and co founder Organization, ADC Research and Development
Reason for Leaving:	I have completed my contractual.

Languages

1. Language

Language: ENGLISH

Speaking: Professional Translator/Interpreter

Reading: Professional Translator/Interpreter

Writing: Professional Translator/Interpreter

2. Language

Language: AFAN-OROMO

Speaking: Fluent

Reading: Fluent

Writing: Fluent

3. Language

Language: AMHARIC

Speaking: Fluent

Reading: Fluent

Writing: Fluent

Additional Information

Other Names Used: Dechasa

6.Vacancy Questions

All grades responses

1.Are you able to legally work in this country?

Answer: Yes

2.If yes, tell us more about yourself and if applicable, select the type of permit you currently possess (upload the appropriate paperwork in the Documents section)

Answer: I am the holder of a work and/or residency permit of the host country.

3.Are you a current employee of this mission/consulate?

Answer: Yes

4.Are you a former employee of this mission/consulate?

Answer: Yes

5.If yes, tell us more about yourself. (Please include dates of employment, section, etc.)

Answer: I am senior information management and have been working more than 3 years in ADC Research and Development.

6.Do you have the required education as stated in the Vacancy Announcement?

Answer: Yes

7.What is the highest level of education you have completed?

Answer: University Degree

8.Do you have the required experience as stated in the Vacancy Announcement?

Answer: Yes

9.Do you have the required language level (s) for the listed language (s) in this vacancy announcement?

Answer: Yes

10.Select your years of experience for this position. (See Vacancy Announcement.)

Answer: 3 to 4 years

11.Which choice describes your highest level of experience in verbal communication?

Answer: I have presented to senior-level managers/executives.

12.Are you willing to stay calm, poised, and effective while performing your duties in highly stressful or difficult situations (e.g., emergencies, acts of war/terrorism)?

Answer: No

13.Which choice describes your highest level of experience using computer software?

Answer: I have used software by myself to perform tasks.

14.Which choice describes your highest level of experience using computer hardware?

Answer: I have used hardware by myself to perform tasks.

15.In which IT areas have you performed work?

Answer: Security
Answer: System Analysis
Answer: Application software development
Answer: Operating systems
Answer: Network systems
Answer: Database management
Answer: System Administration
Answer: Configuration management
Answer: Disaster recovery

16.Which IT concepts/components have you used at work?

Answer: Digital and analog communication requirements
Answer: Public key infrastructure
Answer: Routers
Answer: Local Area Network (LAN) systems
Answer: Emerging digital system technology

17.Which tasks have you performed to provide computer support?

Answer: Responded to telephone inquiries
Answer: Responded to email inquiries

18.Which tasks have you performed for a database system?

Answer: I developed requirements for a database system.
Answer: I fixed problems with a database system.
Answer: I analyzed a database system to identify weak areas.
Answer: I developed procedures to input data and/or access information in a
database system.

19.Which activities have you performed to resolve problems?

Answer: I researched the problem.
Answer: I identified relevant from irrelevant facts.
Answer: I generated alternate solutions.
Answer: I evaluated solution alternatives.
Answer: I recommended a solution based on my analysis.
Answer: I monitored solution implementation to ensure resolution.

20.Which computer devices have you installed?

Answer: Hard drives
Answer: Computer monitors
Answer: Network printers
Answer: Local printers
Answer: Local scanners

21.Which statement best describes your highest level of experience in computer
programming?

Answer: I independently programmed applications that integrated information across
various organizational sources/databases.

22.Which tasks have you performed to provide desktop support to clients?

Answer: Answered user questions on software or hardware operation
Answer: Monitored daily performance of computer systems
Answer: Ran computer diagnostics to identify problems
Answer: Set up new equipment
Answer: Provided user training

23.Which statement best describes your highest level of experience in software development?

Answer: I independently developed a software program that integrated information with other organizational sources/databases.

24.Which computer requests have you resolved?

Answer: Password reset
Answer: Device connection (e.g., printer, scanner)
Answer: Software Installation

25.Which phases of the software development life cycle (SDLC) have you led on a multiuser distributed database system?

Answer: Analysis
Answer: Design
Answer: Testing
Answer: Implementation
Answer: Maintenance/Support

26.Which IT-related activities have you independently performed related to software testing?

Answer: Developed a plan for software testing.
Answer: Monitored the execution of software testing.
Answer: Conducted post-implementation evaluation of software.

27.Which statement best describes your highest level of experience in application programming?

Answer: I independently developed application programs for a data-processing system.

7.The following documents are requested for this vacancy.

Document Type	Description	Filename	Submission Type	Date Received (MM/dd/yyyy)
Certification	Appreciation for final year research/project	final year research.pdf	UPLOAD	09/23/2021 01:26:35 PM
Copy of Orders/Assignment Notification (or equiv.)	No document Submitted			
DD-214	No document Submitted			
Other Document	Code war for creating algorithm certificate	codewar Certificate.pdf	UPLOAD	09/23/2021 01:28:08 PM
Other Document 2	No document Submitted			
Other Document 3	No document Submitted			
Professional Diploma or License	No document Submitted			
References	Recommendation from my company, ADC Research and Development	expirience_2.pdf	UPLOAD	09/23/2021 01:41:35 PM
Residency Permit	I have the ID card for residency.	id.jpg	UPLOAD	09/24/2021 04:05:42 PM
SF-50	No document Submitted			
Trade School Course/Diploma/License	No document Submitted			
Training	CISCO Networking and IT Essential	training.pdf	UPLOAD	09/23/2021 01:29:00 PM
University Degree	University degree license	tempo.pdf	UPLOAD	09/23/2021 01:30:15 PM
University Transcripts	No document Submitted			
Work Permit	The renewed passport that makes me as I work with Embassy.	passport.jpg	UPLOAD	09/24/2021 04:03:54 PM

8.Resume

9.Vacancy Announcement

Announcement Number:	Addis-2021-063
Position Title:	Information Management Assistant - Employees of Mission-All/or USEFMs, EFMs or MOHs
Open Period (MM/dd/yyyy):	09/21/2021 - 10/05/2021
Series/Grade:	LE - 1805 8
Vacancy Time Zone:	GMT+3
Salary:	USD $12,133 - USD $12,133
Work Schedule:	Full-time - 40 hours per week
Promotion Potential:	LE-8
Promotion Potential Explanation:	None. This is advertised at the Full Performance Level FSN-08 which is equivalent to FP-06.
Hiring Agency:	Embassy Addis Ababa
Duty Locations:	1 Vacancies in Addis Ababa, ET
Telework Eligible:	No
For More Info:	HR Section 2511306338 HROAddisAbaba@state.gov
Hiring Path:	• Open to the public
Who May Apply/Clarification From the Agency:	For USEFM - FS is 06. Actual FS salary determined by Washington D.C. • Employees of Mission-All/or USEFMs EFMs or MOHs
Security Clearance Required:	Public Trust - Background Investigation
Appointment Type:	Permanent
Appointment Type Details:	Indefinite subject to successful completion of probationary period.
Marketing Statement:	We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.
Job Summary:	The U.S. Mission in Addis Ababa/Ethiopia is seeking eligible and qualified applicants for the position of Information Management Assistant. The work schedule for this position is: • Full Time (40 hours per week) Start date: Candidate must be able to begin working within a reasonable

	period time (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.
Supervisory Position:	No
Relocation Expenses Reimbursed:	No
Travel Required:	Not Required
Major Duties:	Under the direct supervision of the Supervisory Information Management Specialist, the incumbent serves as the Information Systems Center (ISC) Computer Systems Operation Analyst (Systems Deployment) and programmer supporting State Department operations at the Mission. Responsible for the analysis, development and/or maintenance of all Information Systems Center (ISC) server hardware and applications and implementation of all Department of State approved applications. The Incumbent serves as a hardware and software systems specialist, system administrator and analyst; administrating all OpenNet core server systems for State Department’s Sensitive but Unclassified (SBU) Local Area Network (LAN), the Dedicated Internet Network (DIN) LAN, and all other information technology (IT) systems and equipment serviced by ISC under the supervision of the System Manager/Supervisory Information Management Specialist.
Requirements:	EXPERIENCE: A minimum of three years of progressively responsible experience as a Computer Management Assistant or Computer Operator. At least two of the the three years should have been as a Computer System Analyst and Computer Network Analyst, Database Designer/Manager, LAN\WAN Administration and/or Programmer on complex computer systems. Experience in installation, configuration, and programming of network applications and all aspects of systems analysis and design is required. Note: Please upload all work experience copies of yours under "Other Document 1 or 2"

Education Requirements:	**Education:** BA or BS degree in Computer Sciences, Information Science, Business Information Management, Information and Communication Technology or Business Administration Information System is required. **Note: Please upload all copies of your Education under "University Degree"**
Evaluations:	**LANGUAGE**: English level 4 (fluency, reading/speaking/writing is required. Amharic level 4 (fluency, reading/speaking/writing is required. **(This may be tested)** **SKILLS AND ABILITIES:** Strong ability to analyze IT problems (Host incompliance), design, and troubleshoot all systems, including the complex LAN software and hardware systems. Plus, at least one Industry Standard Information Technology certification such as Comptia A+, Network+, Security+, Microsoft MCP or MCSA certifications is required. Should be able to gather facts, apply logic, and solve problems, make recommendations to ensure efficiency and operational capability of the Embassy's information management program. Also, must possess excellent interpersonal skills and the ability to train others. These interpersonal skills are critical to promoting better IT, computer, data processing, and automation services by network users/customers. Ability to lift and install servers, computers, UPS and printers based on safe weight limit at work. **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.
Qualifications:	All applicants under consideration will be required to pass medical and security certifications.
How to Apply:	All candidates must be able to obtain and hold a Public trust security clearance. To apply for this position click the "Submit Application" button. For more information on how to apply visit the Mission internet site. https://et.usembassy.gov/embassy/jobs/
Required Documents:	In order to qualify based on education, you MUST submit the requested BA/BSC degree as verification of educational requirement by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position. • Residency and/or Work Permit (if applicable) • Passport copy (if applicable) • University Degrees (Required) • Work Experience (Required) • Driving License (if applicable) • Certificate or License (if applicable) • DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable) • SF-50 (if applicable) • Any documentation that supports or addresses the requirements listed (e.g. work experience

	documents, transcripts, certificates, etc.) **Note: Please upload all copies of your work experience under 'other document'** • **FOR AEFM / USEFM ONLY** • Copy of Orders/Assignment Notification (or equivalent) • Residency and/or Work Permit • Passport copy • Degree (not transcript) • DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable) • SF-50 (if applicable)
Next Step:	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. Mission in Addis Ababa, Ethiopia.
Agency Benefits:	Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Addis Ababa, Ethiopia may receive a compensation package that may include health, separation, and other benefits. For EFMs, 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. |

10.Declaration

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for separation/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily provide on or attached to this application may be investigated.

Date Received: 09/24/21 16:10:26 PM