



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: DECEMBER 2, 2015

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 20/15

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: COMPUTER OPERATIONS MANAGER

LOCATION OF WORK: U.S. EMBASSY, ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: DECEMBER 16, 2015

SALARY: FSN-09 (USD 12,657 to USD 22,773) depending on the candidate's earning history, qualifications and experience.

BASIC FUNCTION OF POSITION: The Computer Operations manager is a member of the USAID Ethiopia Office of Management Services team and reports to the Information Technology (IT) Supervisor. The incumbent ensures the proper functioning of the USAID Ethiopia's computer network and telecommunication services. The incumbent is also responsible for securing and safekeeping of data, for installation, maintenance and repair of all hardware and telecommunications equipment. During the absence of the IT supervisor, the incumbent assumes all the duties and responsibilities of the IT Supervisor.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following:

EDUCATION: BA degree in the fields of computer science, information systems management, or equivalent.

EXPERIENCE: At least three years of experience on managing and troubleshooting Windows 2000 servers and desktop computers are required. Ability to diagnose, and resolve a LAN problem is required.

LANGUAGE: Level IV in both English and Amharic are required.

KNOWLEDGE, SKILLS, AND ABILITIES: The incumbent must have a basic understanding of USAID policies, procedures, internal controls and reporting requirements good technical skills to troubleshoot, diagnose, and resolve hardware and software problems to maximize the benefits of computer resources.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form [[UNIVERSAL APPLICATION FOR EMPLOYMENT \(DS-174\)](#)] to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.



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Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: THE APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [UNIVERSAL APPLICATION FOR EMPLOYMENT \(DS-174\)](#). THE FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.

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