# Employment Vacancy Announcement

**U.S. Mission:** Fiji  
**Announcement Number:** Suva-2018-14b  
**Position Title:** Civil Engineer  
**Opening Period:** June 16 – June 29, 2018  
**Series/Grade:** LE (1105) 11  
**Salary:** FJD 73,149.00 (starting salary)  
**For More Info:** Human Resources Office: (Leilani Oakley)  
E-mail Address: hrosuva@state.gov  
**Who May Apply**  
For USEFM - FS is 04. Actual FS salary determined by Washington D.C.  

**Security Clearance Required:**  
All Interested Applicants / All Sources  
Local Security Certification or Public Trust  

**Duration Appointment:**  
The incumbent will be employed under a Personal Services Agreement for an initial period of twelve (12) months. Subject to satisfactory performance, the Agreement may be extended for up to a total of two years or when the construction project (Suva Lookback) is completed.  
We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

The U.S. Mission in Suva is seeking eligible and qualified applicants for the position of Civil Engineer.  
The work schedule for this position is:  
• Full Time (40 hours per week)  

*If you had submitted your application before the previous deadline (1 June 2018), you do not need to reapply.*
Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The Civil Engineer shall be directly responsible to the Overseas Buildings Operations (OBO) representative at site: Project Director (PD) in the performance of his/her duties under this contract. Services shall generally be provided eight (8) hours a day, 40 hours a week, Monday through Friday or as otherwise directed. The Civil Engineer will inspect construction site; review plans; recommend approval of shop drawings and submittals; maintain a daily log of construction activities; develop change orders including preparing cost estimates and other engineering as directed by the OBO PD. The Civil Engineer shall be capable if working independently and be available to perform Temporary Duty (TDY) to regional OBO projects worldwide.

MAJOR DUTIES & RESPONSIBILITIES:

Develop an in-depth working knowledge of the general contractual and detailed requirements of the construction contracts for any assigned project. Observe the execution of construction to assure adherence to approved drawings and specifications, inspect construction workmanship, materials, and methods of equipping and report to OBO PD as to recommendations to OBO on how to correct deficiencies and resolve problems during construction. Work independently and maintain daily construction surveillance logs insuring contractor compliance with the terms and conditions of the contract between the construction contractor and the US Government.

Review and analyze material samples, catalogs and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contracts requirements. Prepare written reports of the analysis, incorporating the comments, and provide recommendations and alternatives for appropriate action to the OBO PD.

Prepare weekly, monthly and other reports of the progress of construction as required by the OBO PD. Provide digital photographic records to support reports.

Update and monitor contractor construction schedule in regards, to civil construction primarily, and general construction as a collateral duty, review and proposals for change in construction or methods for time implications. Submit recommendations to OBO PD including recommending the amount of time extensions that are justified by the change.

Perform any other engineering support duties related to OBO and PD field operations as may be requested by the OBO PD. Liaise with Post, coordinate authorized civil engineering services during design and construction as required. Participate in meetings and conduct discussions with local/municipal authorities, as appropriate on matters pertaining to construction site activities when requested by the OBO PD.

Prepare engineering drawings, civil load calculations, technical specifications and independent government cost estimates for construction change orders or to support U. S. installed equipment. Review and analyze for contractor’s change order proposals for cost and compliance with the change. Prepare cost of alternatives to design and specifications when requested by the OBO PD.
**Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

Qualifications and Evaluations

**EDUCATION:** Hold a Bachelor of Science Degree in Civil Engineer from an accredited institution or equivalent degree

Requirements:

**EXPERIENCE:** At least five years of progressive experience in the field of civil engineering, especially as it relates to building construction and renovations are required. Within this experience, two years’ experience with the U.S. or International codes and criteria.

**JOB KNOWLEDGE:** Must have knowledge in design and construction practices with U.S. civil codes and specifications through professional knowledge in civil design calculations and criteria, preparation of engineering drawings and specifications. Must have certain knowledge of U.S. or international codes and criteria in related field.

Evaluations:

**LANGUAGE:** English Level IV (fluent) is required.

**SKILLS AND ABILITIES:** MS Office package user for word processing and analysis. Ability to use engineering management software, maintain daily construction inspection logs. Ability to create civil engineering cost estimates. Review civil construction drawings for code compliance and provide briefings to the PD on civil issues. Ability to use AutoCAD is required.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications. In addition, an applicant who is not a Fiji Citizen must be able to obtain a work permit from the Fiji Department of Immigration.

**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.

**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
*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](https://careers.state.gov/downloads/files/definitions)

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification or Public Trust. Applicants must submit a Universal Application for Employment (DS-174) which is enclosed for ease of reference.

To apply for this position, applicants should submit the documents listed below:

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

- DS-174
- Bachelor’s Degree
- Residency and/or Work Permit
- Passport copy
- Proof of citizenship
- Degree (not transcript)
- Degree with transcript
- Language Scores (if available)
- Driver’s License
- Professional Certificate or License
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letter(s) of recommendation
- List of references
- USAID only - List of 3 references
- USAID only - Current resume addressing requirements of position (no more than 3 pages)

**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.
Thank you for your application and your interest in working at the U.S. Mission in Suva, Fiji.