

Additional Requirements for IMS:

EDUCATIONAL BACKGROUND	SPECIALIZED EXPERIENCE REQUIRED	CERTIFICATE
Master's degree in information technology related field	<p>None, if the degree was earned within two (2) years of the opening date of the announcement.</p> <p>If IT or IT-related degree was earned more than two (2) years before the opening date of the announcement, you must have a minimum of two (2) years of professional IT experience within the past three (3) years.</p>	No certification required
Bachelor's degree in information technology-related field	<p>None, if the degree was earned within two (2) years of the opening date of the announcement.</p> <p>If IT or IT-related degree was earned more than two (2) years before the opening date of the announcement, you must have a minimum of two (2) years of professional IT experience within the past three (3) years.</p>	No certification required
Master's degree in non-information technology-related field.	Minimum two (2) years of professional IT experience within the past three (3) years.	Certification required.
Bachelor's degree in non-information technology-related field.	Minimum two (2) years of professional IT experience within the past three (3) years.	Certification required.
Associate's degree in information technology-related field	Minimum two (2) years of professional IT experience within the past three (3) years.	Certification required.
Completion of U.S.	Minimum of two (2) years of professional IT	No Certification

military information technology-related training curriculum	experience in the past three (3) years. Please see the list of approved military occupational specialty codes .	required.
No degree	Minimum four (4) years of professional IT experience within the past five (5) years.	Certification required.

***Please note:** All candidates without a Bachelor’s Degree or Master’s Degree in an IT-related field or military IT-related training **are required to possess a minimum of one approved certification.**

****Military training must be substantiated with a DD-214 and/or military training report.**

Education completed in foreign colleges or universities may be used to meet Federal job requirements for this position if the applicant provides a Foreign Evaluation Report, **certifying that the foreign education** is comparable to education received in the United States. It is the responsibility of the applicant to provide such evidence when applying for Federal jobs. To view how foreign education is evaluated for federal jobs, please visit <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp>.

QUALIFICATIONS AND SPECIALIZED EXPERIENCE REQUIREMENTS

a. Specialized Experience Requirements:

Specialized experience is professional work that demonstrates the applicant has acquired, and is able to apply, specific knowledge, skills, and abilities appropriate to Foreign Service Information Management Specialist positions.

Candidates who have served a complete tour in any branch of the U.S. military and who have obtained an honorable discharge are encouraged to apply, provided the candidate has successfully completed an IT-related course of study at an accredited Military Technical School and can demonstrate the required experience.

Qualifying specialized experience must have been acquired within the periods specified above and must demonstrate the potential to perform in progressively more responsible positions in the information resource management field. An applicant's work experience will be evaluated for level of responsibility and length of experience.

b. Desired Experience:

A. Knowledge of information technology, information security, problem and resolution tracking procedures, telecommunications, off-the-shelf software, radio and telephone systems, customer service techniques, and techniques in leveraging IT, to include social media, to satisfy business needs.

B. Specialized skills in problem recognition, inductive reasoning, deductive reasoning, rule application, troubleshooting and problem solving, learning and keeping abreast of a rapidly

changing field, translating business needs into technical solutions, customer service, self-management, stress tolerance, and simply stating technical concepts.

C. General skill in reading comprehension, active learning, critical thinking, complex problem solving, troubleshooting, active listening, social perceptiveness, networking, speaking, attention to detail, instructing, persuading, writing, coordination, time management, operations analysis and monitoring, systems evaluation, equipment selection, installation, and maintenance.

D. Excellent written and oral communication skills in English.

E. Other requirements: cross-cultural awareness, world-wide availability, dependability, teamwork and cooperation, personal and professional integrity (ethics), tolerance for working overseas, travel and being on call, varying work environments, and living away from family.