



SECURITY TEAM MEMBER

The U.S. Consulate General in Sydney is seeking an individual for the position of Security Team Member in the Regional Security Office.

Salary: A\$47,351 p.a. + superannuation benefits
Hours: 40hrs/week, Monday to Friday.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of Yr 12 or High School diploma is required.
2. One year prior security related experience is required.
3. Level 3 (Good Working Knowledge) Speaking/Reading English is required. This will be tested.
4. As a member of the SD team, must have the ability to work with minimal supervision to independently complete a set of assigned tasks.
5. Demonstrated organizational and observational skills are required.
6. Must be physically fit with the ability to jog and cycle, in addition to standing or walking for long periods of time.

For further information please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 by May 21, 2010.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE:

SECURITY TEAM MEMBER

POSITION GRADE LE- 4

(STARTING SALARY A\$47,351)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

As part of a team, working on the exterior of the US Government facilities tasked with detecting, recognizing and reporting on unusual activity.

Takes quick and appropriate action in response to security risks or other emergency situations. Majority of time is spent outdoors and is physically demanding.

Major Duties and Responsibilities

1. Identifies suspicious activity and develops information in order to make preliminary analysis of its significance. Engages in close observation to identify and register hostile operations on USG facilities.
2. Reports findings, makes oral or written reports of findings to the responsible supervisory security personnel. May be required to maintain records and/or perform data entry into software applications.
3. Initiates emergency responses to possible hostile actions as necessary to protect life and property.
4. Provides other services as assigned.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Yr 12 or High School diploma is required.
2. One year prior security related experience is required. OR
One year prior work experience is required (TRAINEE LEVEL)
3. Level 3 (Good Working Knowledge) Speaking/Reading English is required. This will be tested.
4. As a member of the SD team, must have the ability to work with minimal supervision to independently complete a set of assigned tasks.
5. Demonstrated organizational and observational skills are required.
6. Must be physically fit with the ability to jog and cycle, in addition to standing or walking for long periods of time.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.
7. To meet Host Government eligibility requirements, candidates must be Australian Citizens.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

THE DEADLINE FOR APPLICATIONS IS MAY 21, 2010

The U.S. Mission in Australia 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.