



COURIER ESCORT

The U.S. Consulate in Sydney is seeking an individual for the position of Courier Escort in the Diplomatic Courier Office.

Salary: A\$53,666 p.a. + superannuation benefits

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

1. Completion of secondary school (Year 12) is required.
2. Two years work experience providing logistical support and/or courier delivery/security support services is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Good time management skills and the ability to work without supervision, as well as the flexibility to work mornings, nights and weekends, is required.
5. The ability to maneuver packages weighing up to 32kgs is required. This will be tested.
6. A current driver's license that enables the individual to legally drive in Australia is required.

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

Forward letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59th Floor, 19 – 29 Martin Place SYDNEY NSW 2000 by **C.O.B. April 1, 2011**.

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: DIPLOMATIC COURIER ESCORT**POSITION GRADE LE- 6
(STARTING SALARY A\$53,666)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Supports regional classified Diplomatic Courier operations by helping to coordinate activities involved in the processing and movement of pouches, including security, transportation, airport and customs formalities, dispatch preparation, records maintenance, and escorting of diplomatic couriers.

Major Duties and Responsibilities

- Manage the post's classified pouch and courier program in coordination with the Sydney Diplomatic Courier Office, Bangkok Regional Diplomatic Courier Office, Consulate Sydney and AE Canberra IRM staff.
- Coordinate onward shipment of classified pouches to regional posts and Washington D.C.
- Coordinate all activities involved in the processing and movement of pouches including security, transportation, forklift support, customs and airport formalities.
- Escort diplomatic couriers to and from the airport and provide any necessary assistance to the diplomatic couriers. When the needs of the Sydney Diplomatic Courier Officer or Bangkok Regional Diplomatic Courier Division require the Courier Escort may be required to drive to and from the Sydney Airport, Consulate and Canberra, or other locations.
- Ensure the security and integrity of the classified pouches are maintained at all times.
- Liaise with airport officials regarding flight schedules, diplomatic pouch procedures and established guidelines as set forth by local airport and customs officials, the Department of State, and the Diplomatic Courier Service.
- Coordinate transportation and laborers needed to assist in the loading and off loading of outgoing and incoming diplomatic pouches.
- Prepare routine correspondence, such as memos, emails and telegrams.
- Provide logistical support for professional and NON-PRO couriers.
- Advise embassy or consulate officials regarding any special courier or pouch shipment requirements.
- Serve as security escort when directed by the Diplomatic Courier Officer.
- Able to work early mornings; late nights; weekends, at short notice and able to travel TDY for up to three days.
- The Courier Escort may be required to drive up to a three and one-half ton vehicle in support of diplomatic pouch operations. In these situations, the Courier Escort should obtain authorization to drive from either the Sydney Diplomatic Courier Officer or Bangkok Regional Diplomatic Courier Division.

- Perform any other duties as directed by the Sydney Diplomatic Courier Officer or Bangkok Regional Diplomatic Courier Division Director or Deputy Director.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

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 Top Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Consulate General Sydney
MLC Centre
59th Floor, 19 – 29 Martin Place
SYDNEY NSW 2000

THE DEADLINE FOR APPLICATIONS IS C.O.B. APRIL 1, 2011

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.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References