



DIPLOMATIC COURIER ESCORT

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

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

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

1. Completion of secondary school (High School Diploma/HSC) is required.
2. Two years work experience providing logistical support and/or courier/delivery/security support services is required.
3. Level 4 (Fluent) Speaking/Reading English is required. This will be tested.
4. Ability to work flexible hours (morning and nights and weekends) is required.
5. 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: Refer to [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 12, 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:
DIPLOMATIC COURIER ESCORT

POSITION GRADE LE- 6
**(STARTING SALARY A\$53,666/
US\$30,684 P.A)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Supports regional classified Diplomatic Courier operations by coordinating all 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

1. 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.
2. Coordinate onward shipment of classified pouches to regional posts and Washington D.C.
3. Coordinate all activities involved in the processing and movement of pouches including security, transportation, forklift support, customs and airport formalities.
4. Escort diplomatic couriers to and from the airport and provide any necessary assistance to the diplomatic couriers. If the professional driver is unavailable and when the needs of the Sydney Diplomatic Courier or Bangkok Regional Diplomatic Courier Division require it, the courier may be required to drive to and from the Sydney Airport, Consulate and Canberra.
5. Ensure the security and integrity of the classified pouches are maintained at all times.
6. 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 Office.
7. Coordinate transportation and laborers needed to assist in the loading and off loading of outgoing and incoming diplomatic pouches.
8. Prepare routine correspondence, such as memos, emails and telegrams.
9. Provide all logistical support for NON-PRO couriers.
10. Advise embassy or consulate officials regarding any special courier or pouch shipment requirements.
11. Serve as security escort for IPC as directed by the Diplomatic Courier Officer.
12. Able to work early mornings; late nights; weekends, at short notice and able to travel TDY for short periods.
13. The Courier Escort may be required to drive up to a three and one-half ton vehicle in support of diplomatic pouch operations. Since the USG provides a professional driver for this duty, the occasions and the need for the Escort to drive shall be limited to situations when the professional driver is unavailable or unable to perform the driving duties. Therefore, the Courier Escort should obtain authorization to drive from either the Sydney Diplomatic Courier Officer or Bangkok Regional Diplomatic Courier Division when such situations are anticipated.
14. Perform any other miscellaneous duties as directed by the Sydney Diplomatic Courier Officer or Bangkok Regional Diplomatic Courier Division Director or Deputy Director.

SELECTION PROCESS

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

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 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 12, 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.