



## **SURVEILLANCE DETECTION COORDINATOR**

The U.S. Consulate in Sydney is seeking an individual for the position of Surveillance Detection Coordinator in the Regional Security Office.

Salary: A\$71,819 p.a.

**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. Ten years of experience in security, law enforcement, military or intelligence analysis with at least one year prior supervisory experience is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. An excellent working knowledge of administrative procedures, law enforcement and/or intelligence analysis is required.
5. Must have demonstrated knowledge of leadership principles and practices, and the ability to work independently is required.
6. Excellent written and verbal communication skills, including a demonstrated ability to interpret and report facts from complex data arrays in a clear and concise manner is required.

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 **FEBRUARY 28, 2014**.

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 U.S. Government as a potential employer.*

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

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**POSITION TITLE: SURVEILLANCE DETECTION  
COORDINATOR**

**POSITION GRADE LE-8  
(STARTING SALARY A\$71,819)**

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**BASIC FUNCTION OF THE POSITION**

Manages the Surveillance Detection (SD) Program at post under supervision and guidance of the Regional Security Officer (RSO). Purpose is to enhance safety and security of mission personnel and facilities by coordinating effective deployment of all appropriate post resources to observe, detect, and report suspicious activity.

**DUTIES AND RESPONSIBILITIES**

Provides specialist security services for U.S. Government (USG) facilities and employees by performing structured procedures relating to observing, detecting, and reporting suspicious activity. On possible detection of surveillance activity, reports immediately to his/her supervisor for further assistance and direction.

Manages the SD Program budget and routinely briefs the RSO on status of program expenses. Audits monthly bills and vouchers for SD Program expenses.

Assists Residential Security Coordinator in conducting of residential security inspections, monitor of local crime trends effecting residential security, and general coordination of alarm security.

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

**SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. 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 U.S. Citizen EFM's 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. The candidate must meet Host Government eligibility requirements for the Security Program.

## **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**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

Or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

## **THE DEADLINE FOR APPLICATIONS IS FEBRUARY 28, 2014**

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). A copy of valid work visa/permit is required. *(If yes, Mission HR may require verification of eligibility. Please attach copies of all documentation that confirms your legal eligibility to work in this country (e.g., work permit, residency permit). If you are not sure if you need to submit proof of eligibility, contact the Mission's HR office).*
- 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