

VACANCY ANNOUNCEMENT TRI MISSIONS VIENNA

VACANCY ANNOUNCEMENT NUMBER: 15-40

OPEN TO: All Interested Candidates/All Sources

POSITION: Security Program Guard (4 positions)

OPENING DATE: December 9, 2015

CLOSING DATE: January 11, 2016

WORK HOURS: 48 hours/week

SALARY: Ordinarily Resident (OR): FSN-3; €33249 per year gross salary
Not-Ordinarily Resident (NOR): FP-BB*; \$ 22,279 per year gross salary
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Tri Missions Vienna is seeking eligible and qualified applicants for four positions of Security Program Guard.

BASIC FUNCTION OF POSITION

The incumbents of these positions provide guard duties for the Regional Security Office (RSO). Duties include observation, making reports and driving. Work schedule is in shifts.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** Completion of Secondary Schooling is required.
- 2. Experience:** Two years of general work experience is required.
- 3. Languages:** German: Level 3 (good working knowledge) is required.
English: Level 1 (rudimentary knowledge) is required.

Language skills will be tested.

- 4. Knowledge:** Austrian driver's license "B" is required.
- 5. Other skills:** Successful candidate must be able to work independently and adapt to changing circumstances

ADDITIONAL SELECTION CRITERIA:

- 1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.**
- 2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.**
- 3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.**
- 4. The candidate must be able to obtain and hold a non-sensitive security certification.**

HOW TO APPLY: Applicants must submit the following documents to be considered:

- 1. Universal Application for Employment (UAE) (Form DS-174), available at <http://www.state.gov/documents/organization/136408.pdf>**
- 2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)**

WHERE TO APPLY:

Human Resources Office: Recruitment
E-mail Address: vacanciesvie@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.