



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 16-017**



OPEN TO: All Interested Candidates/All Sources

POSITION: Bodyguard Coordinator

OPENING DATE: May 26, 2016

CLOSING DATE: June 9, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-07/1 – BDS\$61,252.00
 Not-Ordinarily Resident (NOR): FP-07/1– US\$41,206.00
 *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 United States Embassy in Bridgetown is seeking **two (2)** eligible and qualified applicants for the positions of Bodyguard Coordinator, in the Regional Security Office.

BASIC FUNCTION OF POSITION

Incumbent performs protective security functions to Department of State protective security standards. Ensure the safety of the US Ambassador to Barbados while in Barbados and while travelling to the six other CARICOM islands. Incumbent is responsible for advance planning, liaison with the various local police components and corporate representatives, accompanying and performing bodyguard functions for the Ambassador/Charge’, and driving a Fully Armored Vehicle as a driver for the Ambassador as needed. Reports to the RSO.

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:** Bachelor’s degree criminal justice, law, or security; or an equivalent studies (degree, if applicable) from a police or military academy specifically in law enforcement/security, or close protection operations studies is required.

2. EXPERIENCE: Five years of previous police, military, armored vehicle operation, or security work is required.

3. LANGUAGE: Level IV English (fluent), speaking, reading and writing ability is required.

4. SKILLS AND ABILITIES: Must be competent in standard office productivity computer applications. Must have demonstrated skills in using good judgment in immediate and challenging circumstances. Must obtain and maintain a local driver license. Must be able to work effectively and interact with senior Barbadian government, corporate, members of the public, and local and federal level police. Rudimentary self-defense skills and close protective operations/bodyguard experience is required.

5. JOB KNOWLEDGE: Must already possess basic knowledge of security procedures and protective functions and/or basics of protective driving of a fully armored vehicle and basic knowledge of the local threat environment and be well versed in ways to effectively mitigate threats in the diplomatic environment. Position holder must have a working knowledge of police and close protection operations in Barbados, or Eastern Caribbean

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://barbados.usembassy.gov/vacancies2.html> and/or by contacting the Human Resources Office (246) 227-4342.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

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 clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

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

1. Universal Application for Employment (UAE) (**Form DS-174**), which is available on our website or by contacting Human Resources. (See “For Further Information” above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, language test scores, work and/or residency permits, CSME skills certificate).

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMPEP).

WHERE TO APPLY:

Human Resources Office Human Resources Office, Bridgetown, Barbados-
Telephone: (246) 227-4342 or (246) 227-4014.

Mailing Address: U.S. Embassy, Wildey Business Park, Wildey, St. Michael,
Barbados BB`14006

FAX Number: 1-(246) 227-4048

E-mail Address: BridgetownHR@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

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

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.

Drafted: MHunte – HRS

Cleared: TOwens – RHRO

Cleared: WWommack -RSO

Approved: PKalinowski – MO

Uses radio communications to keep close coordination with the Driver, Post One, the RSO, and others to keep all parties apprised of the location and security status of the Ambassador. Travels ahead of the Ambassador to arrange all necessary security measures and prepare emergency reaction plans. Meets and liaises with local police, event hosts, and corporate security representatives depending on the venue and circumstances. Surveys routes and entry and exit points. Advises RSO of any unusual or challenging circumstances to provide alternative planning. Coordinates this as needed with other Embassy employees doing Programmatic advance. Observes and counters through liaison with local authorities and others hostile surveillance.

20% Training and planning

Maintains proficiency in protective security tactics, planning, counter surveillance, communications, and emergency medical procedures. Maintains proficiency in the operation of US government provided Fully Armored Vehicles (FAV). Produces written site security surveys, assessing hotels, restaurants, and other popular venues as well as police stations, fire departments and other emergency services. If specifically directed to and under valid DS authority and procedures, maintains proficiency in firearms.

10% Fully armored vehicle driver

Provides driver duties as back-up, or lead driver for the Ambassador/Chargé on a regular basis. Uses current DS training standards and SOPs to provide safe and secure driving of the Ambassador in a fully armored vehicle while obeying all local laws and regulations for driving. Must have and maintain a valid driver's license. This will require regular both scheduled and, occasionally, unscheduled evenings and weekend work.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Bachelor's degree criminal justice, law, or security; or an equivalent studies (degree, if applicable) from a police or military academy specifically in law enforcement/security, or close protection operations studies is required.

b. Prior Work Experience:

Five years of previous police, military, armored vehicle operation, or security work is required.

c. Post Entry Training:

Incumbent will be required to travel to the US for DS provided close protection/bodyguard training, armored vehicle-defensive driving, and anti-terrorism courses. Additional training as needed in protective and defensive tactics. Periodic training regarding all aspects of PD.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV English- (Speaking, Writing, and Reading) is required

e. Job Knowledge:

Must already possess basic knowledge of security procedures and protective functions and/or basics of protective driving of a fully armored vehicle and basic knowledge of the local threat environment and be well versed in ways to effectively mitigate threats in the diplomatic environment. Position holder must have a working knowledge of police and close protection operations in Barbados, or Eastern Caribbean.

f. Skills and Abilities:

Must be competent in standard office productivity computer applications. Must have demonstrated skills in using good judgment in immediate and challenging circumstances. Must obtain and maintain a local driver license. Must be able to work effectively and interact with senior Barbadian government, corporate, members of the public, and local and federal level police. Rudimentary self-defense skills and close protective operations/bodyguard experience is required.

16. POSITION ELEMENTS

a. Supervision Received:

Supervised by the Assistant Regional Security Officer.

b. Supervision Exercised:

None directly.

c. Available Guidelines:

Bodyguard and FAV chauffer guidelines issued by the RSO. DS standards for protective functions. OBO/SHEM standards for chauffer work hours and safe driving procedures.

d. Exercise of Judgment:

Must exercise a great deal of judgment and tact in representing the Ambassador, Embassy, and US government while ensuring the safety of the Ambassador.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Contact with working and, occasionally, senior levels of the local and national police. Contact with corporate security representatives and event hosts. Frequent contact with general members of the public.

g. Time Expected to Reach Full Performance Level:

Six months.