

**EMBASSY OF THE UNITED STATES OF AMERICA  
BANDAR SERI BEGAWAN**

**Announcement Number: VA0005-2013**

**OPEN TO:** All Interested Candidates

**POSITION:** Security Guard, FSN-3

**OPENING DATE:** March 28, 2013

**CLOSING DATE:** April 12, 2013

**WORK HOURS:** Full time, 40 hours per week

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

The U.S. Embassy in Bandar Seri Begawan is seeking a dynamic, action-oriented individual for the position of Security Guard.

**BASIC FUNCTION OF POSITION**

Performs guard duties on a regular or rotating shift at all guard positions at the Embassy, official residences, and other residences as required. Shifts/positions include both stationary and roving positions. Reports security incidents and take immediate action as necessary. Other duties include but are not limited to: controls access to the chancery to authorized personnel only, maintains a log of all entrants, reacts to emergency situation in the event of fire, bomb threat, etc.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 238-4616 extension 2133 or 2111.

**QUALIFICATIONS**

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

1. Completion of primary school is required.
2. Minimum one year of security guard/law enforcement related is required.
3. Good working knowledge in English and Malay (Speaking/Reading) is required.
4. Must possess a valid local driving license.

## **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 Ordinary 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 Non - Ordinary Residents hired under a Personal Services Agreement 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 work schedule.
6. The candidate must be able to obtain and hold a Locally Employed Staff member security certification.

## **TO APPLY**

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

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**

3. 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**
4. 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.
  
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

**Via Post:**

Human Resources Office  
Embassy of the United States of America  
Attention: Human Resources Department  
P.O. Box 2991  
Bandar Seri Begawan BS8675  
Brunei Darussalam

**In Person:**

Human Resources Office  
Embassy of the United States of America  
Spg. 336-52-16-9  
Jalan Kebangsaan BC4115  
Negara Brunei Darussalam

**Via Email:**

BSBHR@state.gov

**POINT OF CONTACT**

Name: Lim Ming Chuan at 238-4616 ext. 2111, or Sumalee Loftus at 238-4616, ext 2132

**CLOSING DATE FOR THIS POSITION: April 12, 2013**

The US Embassy in Bandar Seri Begawan 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.