



**Embassy of the United States of America
N'Djamena, Chad**

ANNOUNCEMENT NUMBER: 12-020T

OPEN TO: Current employees of the Mission, US Citizen eligible family members (USEFMs), eligible family members (EFMs, members of household (MOH) – all agencies)

POSITION: Residential Security Coordinator

OPENING DATE: December 6, 2012

CLOSING DATE: December 19, 2012

WORK HOURS: *Full-time; 40 hours/week*

SALARY: Ordinarily Resident (OR): FCFA 3,967,458 per annum starting salary at position training grade: FSN-5

Not Ordinarily Resident (NOR): \$\$27,431 p.a. (Starting salary at training grade FP-09*, to be confirmed by Washington)

LENGTH OF HIRE: One (1) year plus nine renewable

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

The U.S. Embassy in Chad is seeking for one (1) individual for the position of Residential Security Coordinator in the Regional Security Section.

BASIC FUNCTION OF POSITION

Under the supervision of the Regional Security officer, incumbent is responsible for the management of Post's residential security program. The primary point of contact on all residential security matters between RSO, GSO, Facilities Maintenance and landlords and ensures all residencies conform to Diplomatic Security standards.

A copy of the complete description listing all duties and responsibilities is available in the Human Resources Office. Contact extension 4118.

QUALIFICATIONS REQUIRED

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

Education:

Completion of Secondary School and two (2) years technical training in a building/maintenance trades field are required.

Experience:

Minimum two years of work experience in the field of mechanics, equipment maintenance/repair, and/or site security is required.

Language:

Level IV (Good working knowledge, speaking, reading, and writing) in English is required. Level I (Good working knowledge, speaking, reading, and writing) in French is required.

Job Knowledge:

A working knowledge of physical protection, standard security practices and procedures, developing security plans and good working knowledge of standard security equipment as it pertains to residential security. A thorough knowledge of host-country operational environment, language, law and security entities, and historic criminal and terrorist threat and operational tendencies are required.

Skills and abilities:

Position requires keen analytical ability, creative problem solving, and sound judgment. Incumbent must be capable of completing basic security surveys and preparing detailed finding documents. Ability to identify and strengthen/eliminate potential weaknesses in the residential security program is critical to this position. Strong inter-personal skills are required because the incumbent will work closely with FMS, GSO, FSNI and local law enforcement officials.

SELECTION PROCESS

1. When fully qualified, US Citizen Eligible Family Members (USEFMs), and US Veteran applicants are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. 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.
5. 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.
6. 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 in a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position *must* submit the following prior to the closing date to be considered.

- **DS-174, Universal Application for Employment (UAE);**
 - or**
 - Sections 1 -24 of the **Universal Application for Employment** along with a listing of the applicant's work experience attached as a separate sheet;
 - or**
- A current resume or curriculum vitae that provides the same information found on the UAE, including:
 - 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. Date and Place of Birth
 - G. Current Address, Day, Evening, and Cell phone numbers
 - H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
 - I. U.S. Social Security Number and/or Identification Number
 - J. Eligibility to work in the country (Yes or No)
 - K. Special Accommodations the Mission needs to provide
 - L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type

- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

- Candidates who claim US Veterans preference must provide a copy of their **Form DD-214** with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Failure to include the requested information and documents will result in an incomplete application and you will not be considered for this position. Do not submit any additional documents until requested. Documents other than those requested above will be shredded. All documents will become the property of US Embassy N'Djamena and will not be returned to the applicant.

SUBMIT APPLICATION TO

U.S. Embassy N'Djamena
Human Resources Office
Tel: 2251 7009
Fax: 2251 5654

Closing date: December 19, 2012

POINT OF CONTACT

Attention: Mayakoub, Rimtebaye
Telephone: 2251-7009 Extension 4118
FAX: 2251-5654

The US Mission in Chad 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.

Approved: Lora West, HRO
Cleared: Pietrowicz Nicolas R, RSO
Draft: Nagassou F. Raoul, HR/A