

SUBJECT: **JOB OPPORTUNITY: SECURITY ANALYST**

OPEN TO: **All Interested Candidates**

POSITION: **SECURITY ANALYST**

OPENING DATE: August 10, 2015 **CLOSING DATE:** August 24, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident: **Full Performance CZK 321,960**
(starting annual salary), (Position Grade: FSN-4)

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and residency permits to be eligible for consideration.

The U.S. Embassy in Prague, Czech Republic is seeking an individual for the full-time position of Security Analyst in the Regional Security Office.

BASIC FUNCTION OF POSITION

The incumbent provides security for selected USG facilities and personnel by performing procedures, in accordance with provided guidelines, to see, recognize, and report potential security threats. If necessary, follows emergency procedures and takes action to prevent injury and/or death to personnel, and destruction of property. Works in varying environmental settings.

QUALIFICATIONS REQUIRED

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

- A. Education: Completion of high school education (maturita) or equivalent is required.
- B. Prior Work Experience: Two or three years of previous military, police, or security-related experience involving threat analysis.
- C. Language Proficiency: Level 4 speaking/writing (Fluent) Czech, level 2 speaking/writing (Limited Knowledge) English is required. **Language proficiency will be tested.**
- D. Skills and Abilities: Skilled in the use of technical equipment (e.g. audio/video devices). Keyboard/typing and basic PC skills are required. Must be able to work independently and adapt to changing circumstances without requesting guidance. Must have strong organizational skills and vigilance abilities.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFM) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

Currently employed Not Ordinarily Residents employees (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.

TO APPLY

Interested candidates for this position should submit the following or the applications will not be considered:

1. A current resume or curriculum vitae (CV) that provides the same information as on DS-174 (education and employment history, citizenship, veteran's status, and a notation if you have ever worked for the U.S. Government before); or
2. Application for Employment as a Locally Employed Staff or Family Member (DS-174).
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION IN WRITING BY E-MAIL TO:

HROPrague@state.gov. Please include "SD Guard" in the subject line.

Or by fax to: 257-022-811

Or by mail to:

Human Resources Office
American Embassy Prague
Trziste 15

118 01 Prague 1, Czech Republic

CLOSING DATE FOR THIS POSITION: August 24, 2015

The U.S. Mission in the Czech Republic 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.