

# VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA  
SAN SALVADOR



No. 13-31	<b>Local Guard Coordinator</b> Position Vacancy	Date: 08/13/13
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**OPEN TO:** All Interested Candidates

**POSITION:** Local Guard Coordinator, FSN-8, FP-6

**OPENING DATE:** August 13, 2013

**CLOSING DATE:** August 27, 2013

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

**SALARY:** \*Not-Ordinarily Resident Position grade: FP-06  
\*Locally Employed Staff: \$19,140 (Starting salary: BR + Allowances)

***Due to budgetary considerations, Post cannot provide Highest Previous Rate above Step 5 of the grade of the position for Eligible Family Members.***

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

The U.S. Embassy in San Salvador is seeking one individual for the Local Guard Coordinator position in the Regional Security Office.

## BASIC FUNCTION OF THE POSITION

Incumbent is responsible for the first-line management and supervision of the Local Guard (LG) personnel resources; is responsible for development of the LG components of the facility defense and reaction plans for the following facilities: US Embassy Compound/Facilities, DCM Residence, Peace Corps Headquarters; for daily management and oversight of the LG personnel and resources; for assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting with guard contract administration, contractor monitoring and performance oversight; and providing/monitoring the LG training program.

For a complete description of the position listing all duties and responsibilities please see the following link: [Local Guard Coordinator FSN-8, FP-6, PD](#)

## QUALIFICATIONS REQUIRED

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

- 1. EDUCATION:** Bachelor's degree in Business, Management or an Engineering field is required, **OR** the equivalent in years of experience: 8 years of specific work experience as detailed below is required.
- 2. EXPERIENCE:** Minimum of three years of progressively responsible administrative experience in the field of security which may be related to business, civilian, government, police, or military. Experience in budget formulation is required.
- 3. LANGUAGE:**  
English: Level III (Working knowledge) Speaking/Reading is required.  
Spanish: Level IV (Fluent knowledge) Speaking/Reading is required.  
*(Applicants will be tested at the level of language proficiency required in order to be eligible to move on to the interview stage) These are not FSI levels.*
- 4. KNOWLEDGE:** Must have strong knowledge in physical security protection, standard security practices and procedures, developing and deploying of community style policing (mobile patrol) models, standard security equipment, digital cameras and photo editing software. Must have knowledge of host country operational environment, language, law and security entities; and historic criminal/terrorist threats.
- 5. SKILLS:** Must have keen analytical abilities, knowledge of GPS navigation and mapping devices. Must have strong presentation and briefing skills.

## 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 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.
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 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 applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174);  
<http://sansalvador.state.gov/content/offices/HRO/jobs.html> or  
<http://sansalvador.usembassy.gov>  
or a current resume/curriculum vitae that provides the same information as an DS-0174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above.

## SUBMIT APPLICATION TO

Human Resources Office  
American Embassy San Salvador

***Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.***

## DEFINITION

U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized

Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: August 27, 2013**

The US Mission in San Salvador 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.

**Cleared:** RSO/HRO /FMO  
**Approved:** MGT:MBARROW