



**JOB VACANCY ANNOUNCEMENT
CLEARED AMERICAN SECURITY ESCORT**

Announcement Number: 11-21

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- OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs), Appointment Eligible Family Members (AEFMs) & U.S. Members of Household (MOHs) - All Agencies
- POSITION:** **Cleared American Security Escort** (*Position # 97013030*)
This is a sensitive position requiring a Top Secret security clearance
- OPENING DATE:** Thursday, December 01, 2011
- CLOSING DATE:** Until Filled
- WORK HOURS:** As Needed/When Actually Employed (WAE)
- SALARY:** Position Grade FP-9
- For AEFMs*: US \$15.37 per hour
 - For persons Not Ordinarily Resident (NOR*) in Bahrain: US \$13.19 per hour
- All FP position grades will be confirmed by Washington. Budget constraints do not generally allow post to honor highest previous rate (HPR) requests; most hiring offers will be made at the step 1 level.*

The American Embassy in Manama is seeking candidates for employment as Cleared American Security Escorts in the Facility Maintenance Section (FMS) for several long-term maintenance projects. Working hours will be regular and flexible during the ongoing projects. Position may be subject to evening and weekend hours. Following projects' end, hours of duty will be on an as-needed basis and may be intermittent and irregular as determined by the supervisor.

BASIC FUNCTION OF THE POSITION

The position is a when actually employed (WAE), with an intermittent work schedule (the employee will be paid only for actual hours worked), and reports directly to the Facilities Maintenance Officer. Due to the nature of the duties, the position requires Top Secret Clearance. The principal duties include escorting of all uncleared work crews in the chancery compound. Duties may be either inside or outdoors and may require after-hours and weekends.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office, 1724-2937.

QUALIFICATIONS REQUIRED

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item

- 1. Education:** Completion of secondary school (high school) is required.
- 2. Experience:** A minimum of six months of general work experience is required.
- 3. Language:** Level III (proficient) speaking/reading English is required.
- 4. Knowledge:** General knowledge sufficient to aptly operate a hand-held radio is required.
- 5. Abilities & Skills:** Must be a U.S. citizen at least 18 years of age. Ability to communicate effectively in speaking and writing is required. Ability to lift or carry up to 35 pounds is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs*) and U.S. Veterans will be given preference. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post. A candidate must meet all the aforementioned criteria to be selected.

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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.
5. Applications for this position are to be submitted through your American and FSN supervisor, if applicable.
6. The candidate must be able to obtain or hold a Top Secret security clearance.

TO APPLY

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

1. Applicants who claim EFM or MOH* status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
4. 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
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
7. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement # 11-21

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

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.

All OR employees, including U.S. Citizens, are compensated in accordance with the Local Compensation Plan (LCP).

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 U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

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 (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

CLOSING DATE FOR THIS POSITION IS UNTIL FILLED

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards 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 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: MGT, A/HRO & A/FMO: DStoian, FMS: DMuffley