

# AMERICAN EMBASSY MALABO, Equatorial Guinea

## Vacancy Announcement

No. 2014-013	Date: September 22, 2014	Ref:
Subject:	SECURITY GUARD (Several Positions)	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

<b>OPEN TO:</b>	<b>All Interested Candidates</b>
<b>POSITION:</b>	<b>Security Guard, FSN-3</b>
<b>OPENING DATE:</b>	<b>September 24, 2014</b>
<b>CLOSING DATE:</b>	<b>October 8, 2014</b>
<b>WORK HOURS:</b>	<b>Full-time; 40 hours/week</b>
<b>SALARY:</b>	<b>3,988,514 XAF p.a.</b> <b>In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.</b>

### **NOTE:**

**ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS NOT CONTACTED WITHIN 30 DAYS SHOULD CONSIDER THEIR APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED OF THE RESULTS OF THE INTERVIEW.**

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ suitable and qualified candidates for several positions of **SECURITY GUARD**. **Female candidates are strongly encouraged to apply for this position, regardless of experience.**

### **BASIC FUNCTION OF POSITION**

The basic function of this position is to safeguard United States Government personnel and property by performing basic guard duties at the U.S. Embassy and residences.

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

### **POSITION REQUIREMENTS**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.**

1. **Education:** Completion of secondary school is required.
2. **Experience:** At least one year of prior work experience in a security related job is required.
3. **Language:** Level II (limited knowledge) Speaking/Reading English and Level III (Good working Knowledge) Speaking/Reading Spanish are required.
4. **Job knowledge:** Basic security principles;
5. **Skills and Abilities:** Job holder must have the ability to interact with the public in a courteous, professional manner. Agility and attentiveness to detail and your surroundings.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important 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 Not Ordinarily Residents 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 their applications according to the recommendations below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**) available at the Embassy Gate and Internet Web site. This form must be completed in English;
  2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the requirements of the position as listed.
  3. Indicate position title and vacancy announcement number on the top right corner of the application form.
  4. If applying by email, indicate the position title and vacancy announcement number on the subject line and send to the following address: [malaboapplicant@state.gov](mailto:malaboapplicant@state.gov)
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

## **SUBMIT APPLICATION TO:**

Human Resources Office  
U.S. Embassy Malabo,  
Address: Malabo II Highway,  
Or email: [malaboapplicant@state.gov](mailto:malaboapplicant@state.gov)  
Malabo - Equatorial Guinea

## **POINT OF CONTACT:**

Tel: (+240) 333095741, HR Section  
(Ask telephone operator to transfer the call to the Human Resources Office)

<b>THE CLOSING DATE OF THIS POSITION IS OCTOBER 8, 2014</b>
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## **AN EQUAL OPPORTUNITY EMPLOYER**

The US Mission in Malabo 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.

## **DEFINITIONS**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically, a US Citizen Eligible Family Member (EFM) of a Foreign Service, Civil Service and uniformed service member who is eligible for employment under a US government pay plan, on the travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
  - Have US citizenship;
  - Be at least age 18;
  - Be listed as a spouse or dependent on the travel orders of a Foreign, Civil Service or uniformed service member permanently assigned to, or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
    - Reside at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
    - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2