US Embassy *Tbilisi, Georgia*

Announcement Number 21/13

OPEN TO:	All Interested Candidates
POSITION:	**Surveillance Detection (SD) Guard, LES-4; FP-AA* (one position)** *Position Grade for Not-Ordinarily Resident FP-AA is confirmed by Washington, Position Grade for Ordinarily Resident is LES-4
OPENING DATE:	**12 June, 2013**
CLOSING DATE:	**26 June, 2013**
WORK HOURS:	**Full-time, 80 hrs PP**

NOTE: Please read the announcement carefully. Applicants should indicate on the top of CV, the vacancy applying for. Only short listed candidates will be contacted. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government as well as type or relationship.

US Embassy Tbilisi is seeking an individual for the position of Surveillance Detection (SD) guard in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION:
The Surveillance Detection (SD) Guard works in designated areas outside of the perimeter of Embassy facilities, and is trained to detect, recognize, and report hostile surveillance directed at or unusual events involving U.S. Government employees, dependents, and facilities in Georgia. SD guard works very closely with Georgian law enforcement and security personnel in regards to this primary duty. SD guard reports directly to the SD Shift Leader.

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

A. **Education**. College or some University studies which means at least two years of full-time post secondary study (or the equivalent hours spread across a part-time study period) at college or university.
B. **Prior Work Experience**. One year experience in law enforcement, investigations or security work with military, police, or private security firms;
C. **Language**. Level II (Limited Knowledge) Speaking/Reading/Writing English is required. This will be tested. Level III (Good Working Knowledge) Speaking/Reading Georgian is required; this may be tested.
D. **Skills and Abilities**. Demonstrated ability a.) to successfully work independently and within a team; 2.) to use personal initiative for achieving successfully results; c.) to report facts in a clear, concise, logical and objective manner; d.) to operate and learn quickly in a very dynamic, high-stress environment.
E. Must possess a valid local driver's license (category B).

SELECTION PROCESS:
When equally 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 an FMA appointment 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-174; **or/or**
2. A current Resume or Curriculum Vitae that provides the same information as an DS-174 (please indicate months and years of all employments);
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their applications;
4. Any other documentation (e.g. copy of driving license, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. **You may apply on-line using the** HROTbilisi@state.gov **email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Tbilisi: http://georgia.usembassy.gov/about-us/employment-opportunities--tenders2.html**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

MAIL APPLICATION TO:

Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 227-77-07

DEFINITIONS:

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

- US Citizen; and,
- EFM (see below) 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 under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner as defined in 3 FAM1610.

- 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.

3. 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, or at an office of the American Institute in Taiwan. 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 US Citizen.

4. 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.

5. 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: June 26, 2013.

The US Mission in Tbilisi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through contingent diversity enhancement program.

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.

Robert C. Ruehle
Management Counselor