*US Embassy* *Tbilisi, Georgia*

## *Announcement Number 36/13*

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| **OPEN TO:** | **All interested candidates** |
| **POSITION:** | **Guard (Deputy Shift Leader), LES-5; FP-9*** (*Position Grade for Not-Ordinarily Resident FP-9 to be determined by Washington, Position Grade for Ordinarily Resident is **LES**-5) |
| **OPENING DATE:** | **3 October, 2013** |
| **CLOSING DATE:** | **17 October, 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.*

The US Embassy Tbilisi is seeking an individual for the position of Local Guard Force (LGF) Deputy Shift Leader in the Regional Security Office.

**BASIC FUNCTION OF POSITION:**

The Locally Engaged Staff (LES) Local Guard Force (LGF) Deputy Shift Leader shares with a Guard Shift Leader his/her main duties and responsibilities and in the absence of a shift leader serves as his/her substitute; supervises a guard shift which comprises 38 guards assigned to various posts for protection of U.S. Government property and /or personnel and assists to manage residential mobile patrols and remotely located posts; assists to supervise the work of residential patrol guards; alerts Surveillance Detection Team to suspicious vehicles and reports to his/her shift leader all suspicious activities and emergencies; in the absence of the shift leader drafts and updates the shift's daily work schedules prior to the start of the shift; trains guards to ensure that they are fully aware of all of their general and specific post orders and instructions, and provides them with the latest instructions needed for proper performance of duties; assists shift leader with certain day-to-day tasks of running the LGF; in the absence of the shift leader maintains detailed log of non-routine activities and occurrences during the shift; assists the shift leader to conduct random post checks to ensure that his shift guards adhere to LGF instructions and Guards' Orders; together with the shift leader, provides orientation and training to newly hired guards on rules, regulations, and procedures

**QUALIFICATIONS REQUIRED:**

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

A. **Education**. Receipt/completion of a College education is required.

B. **Prior Work Experience**. Six months of supervisory experience, and two years of experience in law, security or investigative work with military, police, or private security firms is required.

C. **Language**. Level III (Good Working Knowledge) Writing/Speaking/Reading Georgian is required; this may be tested; Level II (Rudimentary Working Knowledge) Writing/Speaking/Reading Russian is required; this may be tested. Level III (Good Working Knowledge) Writing/Speaking/Reading English is required; this will be tested.

D. **Knowledge**. Working knowledge of the external and internal structure of Georgian law enforcement and security agencies is required. Understanding of Georgian law is required.

E. **Skills and Abilities**. Demonstrated ability to a. successfully lead and manage team of individuals, b. to successfully work independently, d. to use personal initiative to achieve successful results required. Good verbal and written communications skills are required (ability to report facts in a clear, concise, logical and objective manner), as are strong organizational and management skills. Must be results- and detail-oriented, and must be able operate and learn quickly in a very dynamic, high-stress environment.

F. Valid driver's license is required. Driving may be tested;

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**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 a DS-174; (please indicate months and years of all employments, form should be in English);
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. essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.
5. Copy of Driver's license.

**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:**

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**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 <u>not</u> 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: 17 October, 2013**

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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.

Conard C. Hamilton
Human Resources Officer