

EMPLOYMENT OPPORTUNITY

INTERNAL ANNOUNCEMENT NUMBER: HCMALL 15/15B

This announcement is for trainee level. The position is also advertised at full performance level

Please see the ANNOUNCEMENT NUMBER HCMALL 15/15A for reference

OPEN TO: Current Locally Employed Staff (DH/PSC/PSA) of the U.S. Mission
POSITION: Surveillance Detection Coordinator, FSN-5
OPENING DATE: April 08, 2015
CLOSING DATE: April 22, 2015
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: Ordinarily Resident: US\$5,767 (Starting salary)
LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Surveillance Detection (SD) Coordinator position in its Regional Security Office (RSO).

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES MUST HAVE RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Incumbent of the position reports directly to the Regional Security Officer (RSO)/Assistant Regional Security Officer (ARSO). The incumbent supervises the Post's SD team, inputs data collected from team members' reports, and manages the scheduling of the SD team. The SD team's primary responsibility is to provide security for U.S. Government (USG) facilities, employees, and family members by performing observation, detection and reporting on surveillance against USG facilities and/or personnel. The incumbent also provides support directly to the security office or by calling for assistance.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. Must have at least two years of surveillance, military, police or security-related experience in a position with involved observation/surveillance skills and techniques.
3. Must be 1) knowledgeable of USG regulations and procedures for LE Staff; 2) capable of discerning normal traffic patterns, travel routes, pedestrian behavior and chokepoints of the U.S. Consulate and other facilities.
4. Must be able to work independently and adapt to changing circumstances without requesting guidance. Strong organizational and observation skills are required.
5. A valid motorbike license and basic computer skill are required.
6. Level 3 (Good Working Knowledge) Speaking/Reading/Writing English is required (this will be tested).
Level 3 (Good Working Knowledge) Speaking/Reading/Writing Vietnamese is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Please see [post eligibility & qualification requirements](#) on the Management Office intranet (Sharepoint) or on the Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

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 U.S. 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.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174 or a combination of both DS-174 (sections 1 – 24) along with a listing of the applicant's work experience attached as a separate sheet. The DS-174 form is available on the U.S. Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

Applications should be submitted through email to the address: HoChiMinhCityHR@state.gov

Subject line must be: (HCMALL 15/15B) or your application may not be considered;

We will only accept applications by email. Please do NOT attach a photo on an application form or resume.

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

CLOSING DATE FOR THIS POSITION: APRIL 22, 2015.

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)

The U.S. Mission in Vietnam 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.