



**AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: HYD-10-04**

The U.S. Consulate General in Hyderabad is seeking an individual for the position of **Non-Uniform Guard Shift Supervisor** in the **Regional Security Office**.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted.**

**OPEN TO:** All interested candidates.

**POSITION:** Non-Uniform Guard Shift Supervisor; FSN-710-06,  
HYA-562012-14 ( Three positions - Personal Services Agreement )

**OPENING DATE :** April 23, 2010.

**CLOSING DATE :** May 08, 2010.

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident: Grade: FP-08  
Ordinarily Resident: Grade: FSN-06

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

## **BASIC FUNCTION OF POSITION**

- Supervise 03 – 07 non-uniform guards.
- Compile and prepare incident and activity reports.
- Brief Non-uniform guards on specific day-today assignments.
- Assign guard teams on a daily basis, distribute and account for equipment and cash.
- Issue and inventory SD equipment to the SD guards assigned to their shift, including vehicle, communication, photographic, computer and office equipment.

## **QUALIFICATIONS REQUIRED**

- Completion of secondary school (Class XII) is mandatory.
- Minimum three years of previous military, police or security experience in a position which involved observation/ surveillance and reporting skills and techniques is required.
- Level III (good working knowledge) in written and spoken English language skills. Level IV (fluency) in Hindi and Level III(good working knowledge) in Telugu is required.
- Must be familiar with use of personal computer databases and packages, software packages such as MS-Word, EXCEL, ACCESS, Power Point, e-mail, and CD-ROM applications.

## **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate 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. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01 , available on our website [http://hyderabad.usconsulate.gov/job\\_opportunities.html](http://hyderabad.usconsulate.gov/job_opportunities.html)
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

## SUBMIT APPLICATION TO

U. S. Consulate General,  
Human Resources Office  
1-8-323, Paigah Palace, Chiran Fort lane,  
Begumpet, Secunderabad - 500003.  
FAX: 4033-8301  
or  
E-mail: [Hyderabadvacancies@State.gov](mailto:Hyderabadvacancies@State.gov)

Please insert “**HYD-10-04** “(Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

## DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department’s current legal and statutory definition of EFM.
3. 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/or residency permit for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **May 08, 2010**.

Cleared by: RSO – ZKendall

Approved by: MGT - WBoyle

Drafted by: HR – KSharma

**AN EQUAL OPPORTUNITY EMPLOYER**