

Vacancy Announcement



U.S. Embassy Iraq

ANNOUNCEMENT NUMBER: 11-119	SUBJECT: Personal Protection Specialist/Interpreter KIRKUK, FSN-08 (6 positions)	DATE: 08-01-11
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OPENT TO: All Interested Applicants

FROM: Human Resources Office

POSITION : Personal Protection Specialist/Interpreter-Kirkuk, FSN-08

OPENING DATE: August 1, 2011

CLOSING DATE: **August 15, 2011**

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 26,735 USD p.a. (Starting Basic salary)
(Position Grade: FSN-8)

*Not-Ordinarily Resident (NOR): 44,737 USD p.a. (Starting Basic salary)
(Position Grade: FP-6)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Baghdad is seeking individuals to fill the position of **Personal Protection Specialist/Interpreter (PPS)** in the **Regional Security Office (RSO)** at the **U.S. Consulate in Kirkuk**.

BASIC FUNCTION OF THE POSITION

The Personal Protection Specialist/Police Liaison Interpreter is the primary liaison between Iraqi National Police assigned to the Kirkuk Regional Security Office (RSO) Protection Operations Division. The employee will ensure thorough planning and coordination between Iraqi Police, Iraqi Army, Peshmerga, and other security forces, and RSO protective security teams. These security teams are tasked with the security of official U.S. Consulate personnel, and other designated USG personnel as directed. The PPS must be willing and able to operate in a fast-paced potentially dangerous environment that may include long work hours, weekends, and holidays.

QUALIFICATIONS REQUIRED

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

1. **Education:** Completion of Secondary School is required.
2. **Prior Work Experience:** Three years of experience in law enforcement, military, or security is required.
3. **Language Proficiency:** Level 3 (Good working knowledge) Speaking /Reading/Writing English, Arabic, and Kurdish is required (**Language proficiency will be tested**)
4. **Knowledge:** Knowledge of the Iraqi security/military apparatus (i.e., which units are responsible for what and where do they operate) to include police, military, security, and militias. Incumbent must have knowledge of the various U.S. Consulate programs that necessitate travel of U.S. Consulate personnel in Kirkuk and throughout the province. He/She must be able to analyze and understand the politics and history of conflict in Kirkuk province and apply this knowledge when advising the DS AIC on security/mission planning issues.
5. **Skills and Abilities:** .Computer skills, including Windows and Excel, and keyboard data entry skills. A valid driving license is required.

SELECTION PROCESS

When fully 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 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.

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 or Family Member (DS-174); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on the link below:

<http://www.state.gov/documents/organization/136408.pdf>

E-mails received without the appropriate subject line will not be considered. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: VA11-119 Personal Protection Specialist/Interpreter (Kirkuk)

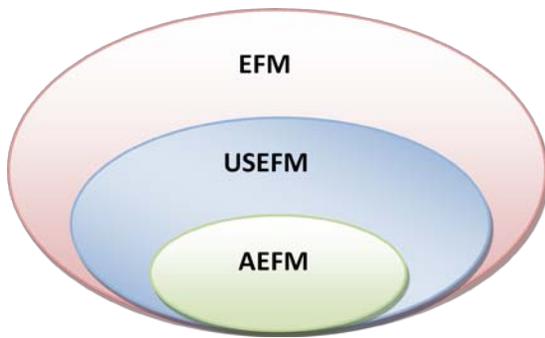
CLOSING DATE FOR THIS POSITION: AUGUST 19, 2011

The US Mission in Baghdad 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.

Approved: S/HRO/DWG
Cleared: RSO/WGH
Drafted: HRA/MM

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (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 FAM 1610](#));
- 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.

2. **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 above) 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.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is* a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-

hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and

- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **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, and 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.

EFM's without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes*)

- or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience

Vacancy Announcement

U.S. Embassy, Iraq



Announcement Number: 11-119	SUBJECT: Personal Protection Specialist/Interpreter, KIRKUK, FSN-08 Major Duties and Responsibilities	Opening Date: 08/01/2011 Closing Date: 08/15/2011
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25% of time:

The Personnel Protection Specialist (PPS)/Police Liaison Interpreter works directly for the RSO Agent -in-Charge (AIC) and assists in overseeing the daily scheduling, assignment, and deployment of a Protective Security Detail composed of fourteen personnel, including four Iraqi police (IP) personnel. The PPS/Police Liaison Interpreter must be skilled at problem solving, communicating in English, Kurdish, and Arabic, and interacting with a myriad of U.S./ Iraqi police, military, and security elements.

10% of time:

Develops and maintains liaison contacts with numerous Kirkuk provincial officials, Iraqi ministry officials, and Iraqi Security Forces (ISF) in order to facilitate access and provide required security support at venues visited by COM personnel. The PPS/interpreter must maintain close professional contacts with local security elements. This responsibility can be time consuming, but is critical in fostering and ensuring close cooperation and mutual understanding between US and Iraqi security organizations.

10% of time:

Monitors the security/threat situation in areas outside of the Consulate by paying attention to areas influenced by Iraqi military or police operations, and areas of political or religious significance. The incumbent should also have a basic understanding of organizations hostile to Iraqi/U.S. forces, their historical areas of operation, and the types of threats each poses. While RSO may consult other sources for information, the AIC/PSD and RSO place a great deal of weight on feed back received from the PPS.

10% of time:

Assists the RSO AIC in the coordination and liaison for PSD security for Consulate sponsored off-compound functions and other Iraqi venues where there will be an official American presence. In addition, the PPS will assist the RSO AIC in ensuring proper liaison and coordination between RSO security elements and Iraqi security elements during visits to designated Iraqi government buildings, private residences, and public spaces.

5% of time:

The PPS/Police Liaison Interpreter is required to maintain a high level of proficiency on all RSO issued Special Protective Equipment (SPE) and weapons systems/security practices organic to Embassy Baghdad's security program, to include: Glock 19 pistols, AK-47, Colt M-4 carbine and other SPE as directed by RSO. The PPS/Interpreter must maintain a high level of proficiency in emergency medical care, surveillance detection practices, improvised Explosive Devices training, Counter Terrorism vehicle driving, and other security-centric training as directed. Assists the RSO Agent-in-Charge in monitoring the level/proficiency of security training (firearms, driving tactics, first aid, etc...) for the Iraqi National Police personnel assigned to RSO/Protective Operations.

10% of time:

Special Knowledge: The PPS must possess knowledge of the Iraqi and Kirkuk security/military apparatus (i.e. which units are responsible for what and where they operate) to include police, military, security, and militias. The incumbent must also be able to analyze and understand the politics and history of conflict in Iraq and apply this knowledge when advising the DS/AIC on security/mission planning issues. The PPS/Police Liaison must have knowledge of the various U.S. Consulate programs that necessitate travel of U.S. Consulate personnel in Kirkuk and the province.