



# **RECRUITMENT**

## **U.S. EMBASSY, TEL AVIV**

ALL CANDIDATES MUST FOLLOW THE INSTRUCTIONS FOR APPLYING AND READ THE "OTHER INFORMATION SECTION" TO MAXIMIZE THE OPPORTUNITY FOR CONSIDERATION FOR THIS POSITION.

**THE U.S. EMBASSY IN TEL AVIV IS SEEKING AN INDIVIDUAL (INDIVIDUALS) FOR THE POSITION OF CHANCERY SITE SUPERVISOR IN THE LOCAL GUARD FORCE.**

**ANNOUNCEMENT NUMBER: 15-077**

**OPEN TO:** ***U.S. EMBASSY EMPLOYEES ONLY***  
**POSITION TITLE/GRADE:** CHANCERY SITE SUPERVISOR – FSN-6  
**OPENING DATE:** OCTOBER 14, 2015  
**CLOSING DATE:** OCTOBER 28, 2015  
**WORK HOURS:** SHIFT WORK -45 hour work week, must be available to work nights, weekends, and holidays.

### **BASIC FUNCTION OF POSITION:**

This position is located in the Local Guard Force (LGF) at the American Embassy in Tel Aviv. The incumbent supervises LGF shifts at the Chancery. Provides training to new guards, supervises special event security projects, and coordinates logistics, leave, physical fitness and welfare for the team.

### **QUALIFICATIONS REQUIRED:**

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

- Completion of Secondary School.
- Completion of mandatory IDF military service and at least two years as a member of the local guard force with a minimum of one year experience in a senior guard position.
- Level 3 English and Hebrew is required, good working knowledge.
- Must possess demonstrated supervisory and leadership skills. Ability to write concise incident reports in English. Must be skilled in the use of firearms and self-defense.
- Must possess and maintain a valid Israeli weapons permit and Israeli driver's license.

**UNSUCCESSFUL CANDIDATES WILL NOT BE NOTIFIED**

## **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. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.
5. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

## **HOW TO APPLY:**

**Submit the following for consideration by e-mail to [telaviviemp@state.gov](mailto:telaviviemp@state.gov) or by fax to +972-3-519-7605:**

### **Application:**

- Universal application for Employment (UAE), [DS-174](#) download the form onto your personal computer and send using one of the methods described above.  
**OR** a Curriculum Vitae that provides the same information found on the UAE  
**OR** a combination of both – for example, sections 1-24 of the UAE along with a listing of work experience attached as a separate sheet.
- Candidates who claim U.S. Veteran's 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.
- Any other documentation (essays, certificates, Licenses, transcripts, awards) that addresses the qualification requirements of the position as listed.

## **OTHER INFORMATION:**

- Vacancy number must appear on all applications.
- Applications must be received by the closing date specified on the announcement. Applications received after this date will not be considered.
- Resumes must include: Citizenship, date of birth, fax number, or complete mail address, colleges attended, work experience (include dates of employment, duties, correct address for employer), special skills, language, trade and licenses.
- All candidates must be 18 years of age or hold a high school diploma to be eligible for consideration.

- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position. Applicants who fail to meet requirements for the position will be disqualified.
- If college education is a requirement for the position, a transcript is required.
- In order for U.S. citizens to be considered for employment, proof must be provided with their application, of their Israeli citizenship, work permit and/or legal status in Israel.
- Former U.S. military members (up to rank of Major) who claim Veteran preference may receive preference if found qualified for the position. Copy of DD-214 must be provided.
- Eligible Family Members of USG direct hire employees receive preference if found to be among the best qualified.
- Candidates are subject to testing for language, computer or other position related skills.
- Candidates must list any relatives that work for the United States Embassy in Tel Aviv.
- Post has a nepotism policy.

**POINT OF CONTACT:**

Jenny Zer  
 Human Resources Office  
 Recruitment Program  
 Telephone: (972) 3-519-7318  
 Cell phone: 050-305-5375  
 Fax: (972) 3-519-7605  
[telavivemp@state.gov](mailto:telavivemp@state.gov)  
[twitter.com/usembassyta](https://twitter.com/usembassyta)

**DEFINITIONS:**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. 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 permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Israel 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.