

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12-55

OPEN TO: US Citizen Eligible Family Members (USEFMs),
And US Citizen Members of Household (MOH) – All
Agencies

POSITION: Residential Security Coordinator

OPENING DATE: May 17, 2012

CLOSING DATE: May 30, 2012

WORK HOURS: One position (20 hours per week)

SALARY: *EFM: (Position Grade: FP-7)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST

The U.S. Embassy in Amman is seeking an individual for the Residential Security Coordinator (RSC) position in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

Incumbent is responsible for the management of post's residential security program including the technical and physical security of the embassy's nearly 300 official residences. Serves as the RSO's primary point of contact on all residential security matters to the GSO, Financial Management office, Facilities Maintenance, landlords and embassy residents and ensures all residences conform to Diplomatic Security standards. Coordinates and manages the daily operations of 15 contractors in the installation and maintenance of residential security equipment. Provides contract oversight and technical advice to the COR during the contract award process. Conducts security surveys of all proposed and existing residences; determining and recommending security upgrades as

needed to meet regulatory compliance. The RSC coordinates with FMO and Procurement while managing a \$125,000 annual budget; reconciling purchase orders, projecting budgetary requirements, and seeking funding obligations. Maintains the Residential Warden system and works closely with Jordanian Gendarmerie and local guard force to ensure effective mobile patrol coverage.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation

1. Completion of secondary school is required.
2. Minimum three years in administrative or logistics work experience, including 1 year of supervisory experience monitoring and re-directing actions of subordinates or non-subordinates, or a combination of both are required.
3. Level 4 reading/speaking English is required.
4. Must possess intermediate computer skills, be able to maintain basic databases and write routine correspondence.
5. Must be able to obtain and retain a security clearance at the level a Top Secret.

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 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.
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. The candidate must have at least nine months remaining at post from the closing date of the vacancy.

6. The candidate must be able to obtain and retain a Top Secret security clearance.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174) or
2. A current resume or curriculum vitae that provides the same information as the DS-174, and
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>.

SUBMIT APPLICATION TO:

Human Resources Office

Fax 593 1598

Applications can be submitted electronically through AmmanEmployment@state.gov.

DEFINITIONS:

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:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;
3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: May 30, 2012

The US Mission in Amman 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.