



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
05/2015

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **SECURITY GUARD—Permanent and Three-Year Contract (Multiple Positions Available)**
OPENING DATE: FEBRUARY 9, 2015
CLOSING DATE: FEBRUARY 20, 2015
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN-3 (€8,755.00)

U.S. Embassy Pristina is seeking qualified individuals for the position of **Local Guard Force— SECURITY GUARD**.

Applicants should note: The United States Mission to Kosovo seeks to fill **twenty (20) permanent** Local Guard positions at the United States Embassy, as well as **twenty (20) short-term contract (three year)** construction site Security Guard positions. All applicants will be considered for both the permanent and short-term openings, with security experience, education, and skill sets determining which position a successful applicant will be offered.

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

Duties & Responsibilities

Guarding and reporting (45%)

- Perform routine guard duties on a rotating shift schedule at a stationary post or roving post as directed by supervisor.
- Provide access and perimeter control to U.S. Government facilities in Kosovo.
- Provide protection to personnel and property within and immediately adjacent to U.S. Government facilities.
- Look for and identify potential hazards and threats to USG property and personnel and orally report them to his/her supervisor or senior personnel.
- Responsible for knowing all Local Guard orders.
- Report on situation to Guard Shift Leader or Senior Guard every hour during non-business hours. Remains at post until proper relief arrives or is relieved by Guard Shift Leader.
- Provide relief to other posts, when required.
- Maintain order at the assigned post and report any malfunctioning equipment.
- Stay constantly alert for criminal or terrorist surveillance directed at the Embassy or personnel. Reports any pedestrian or vehicular surveillance (including photo and video shooting, etc.) to the Senior Guard or Guard Shift Leader.
- Patrol U.S. Government facility to which the Guard is assigned.
- Report to the Guard Shift Leader or Senior Guard when unauthorized vehicles or individuals seek access to the compound.
- Candidates selected for a permanent position will also provide security at Residential guard posts during assigned shifts and carry out all post specific orders.

Access control (50%)

As directed by LGF Commander or LGF Shift Leader at his/her post, Guards will perform the following duties as appropriate at assigned post:

- Maintain the gate in closed position except when properly signaled to open for vehicles entering or exiting. Visually identify vehicle and all personnel occupying vehicle as approved for access before signaling to open the gate.
- Inspect vehicle; check identification card of each occupant of the vehicle; and conduct explosive residue check using special security equipment. This includes inspection of engine and trunk compartments.
- Enter required information in the Guard post and access Logs in accordance with orders.
- Maintain order at the assigned duty location and report any malfunctioning equipment.
- Inspect identification documents of all visitors and ensure that each visitor has been authorized to enter the compound.
- Inspect the contents of purses, briefcases or other containers belonging to visitors with X-ray machine and ITMS.
- Visually verify all employee identification badges prior to allowing access to compound.
- Check visitors with special security equipment (Walk-Through Metal Detector (WTMD), Handheld Metal Detector (HMD) and Itemizer (ITMS)).
- Deny access to unauthorized persons attempting to gain access to U.S. Government facilities by using the minimum amount of force required to prevent entry. If assistance is necessary, contact the Shift Leader or appropriate authority, in accordance with post orders.
- Observe the perimeter of the compound to ensure that no one penetrates the perimeter or throws any objects over the wall.
- Keep in contact with Shift Leader or Senior Guard as required for assigned post.

Other duties as assigned by the chain of command. (5%)

REQUIRED QUALIFICATIONS

Education: Completion of secondary school.

Prior Work Experience: One or more years of experience in a security, customer service, management, or related field.

Language Proficiency: English Level II (limited knowledge); Albanian Level IV (fluency);
Serbian Level II (limited knowledge)

Knowledge: Must have sound knowledge of local guard force general orders and post specific orders, following completion of initial training and probationary period.

Abilities and Skills: Must have the ability to use and maintain security equipment such as: PR-24 Baton, Radio, Handcuffs, Magnetometer, Itemizer, Delta Barriers, and IDNS Pendants.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget 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 (EPR) are not eligible to apply.
4. The candidate must successfully pass a background investigation conducted by the Regional Security Office.
5. The candidate must successfully complete post firearms training and meet minimum firearms shooting qualifications every six months (**candidates selected for permanent positions only**).

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

1) Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** 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; **4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

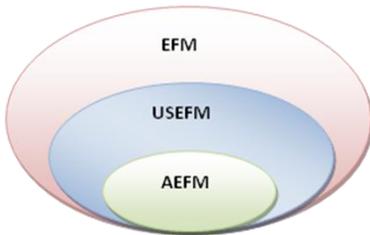
Hand deliver to:
U.S. EMBASSY PRISTINA
HUMAN RESOURCES OFFICE
RR. NAZIM HIKMET #30
10000 PRISTINA - KOSOVO

CLOSING DATE FOR THIS POSITION: FEBRUARY 20, 2015 - BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina 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.

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).

- 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.
- 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, 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.

5. **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.

6. **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.

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