



United States Department of State

*U.S. Embassy Pristina*

**VACANCY ANNOUNCEMENT**  
**07/2015**

**OPEN TO:** ALL INTERESTED CANDIDATES  
**POSITION:** **OBO (Overseas Buildings Operations) SENIOR GUARD**  
**OPENING DATE:** FEBRUARY 9, 2015  
**CLOSING DATE:** FEBRUARY 20, 2015  
**WORK HOURS:** FULL-TIME; 40 HRS/WEEK  
**SALARY:** Ordinarily Resident (OR) (FSN-4; €9,916)

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U.S. Embassy Pristina is seeking qualified two individuals for the position of **OBO (Overseas Buildings Operations) – SENIOR GUARD.**

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

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**Basic Function of Position**

The Senior Guard's basic function is to augment the responsibilities of the Shift Leader while providing oversight of the command and control functions of each shift posted at the United States New Embassy Compound – Construction Site. As needed, performs guard services to safeguard U.S. Government property and personnel under direct supervision of Shift Leader. The Senior Guard position will have direct oversight of the normal operation at fixed and mobile posts.

**Major Duties and Responsibilities**

**1) Guarding Access Control (30%)**

- Perform technical oversight and routine guard duties on a rotating shift schedule at a stationary post.
- Ensure that access and perimeter control at assigned post is properly maintained by junior guards.
- 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 report them to Guard Shift Leader.
- Responsible for knowing all Senior Guard Post Specific orders.
- Report on situation at Post to Shift Leader every hour during non-business hours. Remains at post until proper relief arrives or is relieved by Guard Shift Leader.
- Maintain order at assigned Post.
- Stay constantly alert for criminal or terrorist surveillance directed at the Embassy or personnel. Report any pedestrian or vehicular surveillance (including photo and video recording, etc.) to the Guard Supervisor.
- Report to Guard Supervisor if an unauthorized vehicle or individual seeks access to the compound.
- Provide technical oversight to guards using special security equipment (Walk-Through Metal Detector (WTMD), Handheld Metal Detector (HMD), and Itemizer (ITMS) at assigned post.
- Follow instructions of the Guard Shift Leader, Site Security Manager.
- Concentrate and maintain high level of attention while on duty.
- Ensure junior guards know Guard Post orders for the assigned Post.
- If needed, perform access control function and operate standard security equipment.

## **2) Controlling and reporting (65%)**

As directed by LGF Shift Leader or RSO, FSN 4 Guard will perform the following duties as appropriate at assigned Post:

- Ensure required information is properly entered in the Post Log in accordance with the General Orders.
- Request report from senior member of the previous shift as to any unusual occurrences or incidents, which may have taken place.
- Ensure the guards report to their posts on time, properly attired and with all their assigned equipment. Provides guidance and on-the-job training.
- Receive various reports from junior guards at their assigned posts and passes the reports to Shift Leader or reacts to them immediately, as appropriate.
- Maintain operational awareness of CCTV in an effort to rapidly identify any suspicious activity.
- Immediately report any unusual occurrence to and seeks guidance from the Shift Supervisor or SSM.
- Respond to any requests for assistance from the Site Security Manager.
- Checks visitors' list approved by SSM and ensures the appropriate information is passed to the guards in timely manner.
- Stay tactful and polite with visitors and colleagues.
- Serve as the liaison between the Security Office and the guards.
- Draft Incident Reports and ensure they are properly disseminated in accordance with the General Orders.
- Report any and all infractions of the General or Post Orders to the Shift Leader.
- Control and maintain radio communications at the site.
- Effectively uses available resources (people and equipment) in order to react to emergency security situations.
- Assist SL in monitoring each rated guard at their post once a pay period to ensure they are performing their assigned tasks correctly.
- Assist SL in random checks of guards to insure that they know the Post and Guard Orders, that there are no previously unknown issues and that they are competent and capable in their assigned tasks.
- Maintain radio and/or phone contact with the Access Control Facility (ACF).
- Respond to and coordinate the resolution of any security-related problems or incidents that occur during their tour of duty.
- Report all infractions of the General or Post Orders to the SL. Ensure that Incident Reports are properly written and disseminated and insures that any reports required to be submitted to the SSM's office are accomplished on a timely basis.
- Brief on-coming Senior Guards on all significant events, incidents, or changes to orders before departing.
- Provide necessary training to new hires and reoccurring training to current employees.

3) **Other duties as assigned** by the Shift Supervisor or SSM. (5%)

## **REQUIRED QUALIFICATIONS**

**Education:** Completion of secondary school.

**Prior Work Experience:** One to two years of experience in a security 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.

**Abilities and Skills:** Must have the ability to use and maintain security equipment such as: Baton, Radio, Handcuffs, Delta Barriers, IDNS Pendants and CCTV.

**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.

**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:**

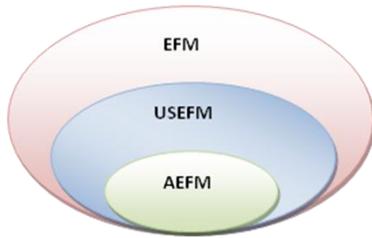
Hand deliver them to:  
Human Resources Office,  
U.S. Embassy Pristina, Kosovo

**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).

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, 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).