



United States Department of State

U.S. Embassy Pristina

## **VACANCY ANNOUNCEMENT** **06/2010**

**OPEN TO:** ALL INTERESTED CANDIDATES  
**POSITION:** **LGF – SECURITY GUARD, FSN-3**  
**OPENING DATE:** MARCH 12, 2010  
**CLOSING DATE:** MARCH 26, 2010  
**WORK HOURS:** FULL-TIME; 40 HRS/WEEK  
**SALARY:** Ordinarily Resident (OR) (FSN-3; €8,668.00)

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U.S. Embassy Pristina is seeking qualified individuals for the position of  
**LGF – SECURITY GUARD.**

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Perform guard duties on a rotating shift at either a stationary post or a walking patrol post in any one of several assignments located in the main or component buildings or residences of US Embassy Pristina (USEP) and/or USAID.
- Observe the area around the fixed guard post for unauthorized activity, surveillance, and other security hazards.
- Recognize emergencies, unusual incidents, and developing problems, and acts accordingly to handle the situation either through personal intervention or assistance from supervisory chain-of-command.
- Control vehicle and pedestrian access to USEP and USAID compounds.
- Maintain an official record book(s) of all activity and verifies that all security equipment is present and in proper order.
- Perform security screening and monitoring of personnel and vehicles entering US Government-controlled properties. Operates related screening equipment to include search mirrors, hand-held metal detectors, walk-thru metal detectors, x-ray machine and itemizer explosive detection machine.
- Monitor alarm panels and security cameras for atypical activity and notifies shift supervisor for appropriate response. Makes alarm notification to all personnel, when appropriate.
- As assigned, must meet and retain qualifications for Chemical Biological First Responder training.
- Perform collateral duties as assigned.

### **REQUIRED QUALIFICATIONS**

**Education:** Completion of secondary school.

**Experience:** One or more years experience in a security related field.

**Language proficiency:** Level 4 (fluency in speaking/writing/understanding) Albanian.

Level 2 English & Serbian. (Limited knowledge of written and spoken language).

**Skills & Abilities:** Must have the ability to use and maintain security equipment such as: batons, radios, handcuffs.

### **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 be able to obtain and hold a security clearance.

## **TO APPLY**

Interested candidates for this position should submit the following:

1. U.S. Embassy Pristina Application for Employment
2. A current resume or Curriculum Vitae.
3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
4. Copy of Kosovar ID or copy of Passport

## **APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:**

Email to: [PristinaRecruitment@state.gov](mailto:PristinaRecruitment@state.gov)

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

## **DEFINITIONS**

1. 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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. 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.

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.

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

## **CLOSING DATE FOR THIS POSITION:**

**MARCH 26, 2010 BY 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.