

VACANCY ANNOUNCEMENT
(Announcement No. 15/18)

OPEN TO: All Qualified Candidates
POSITION: **Guard Supervisor, FSN-6**
OPENING DATE: July 10, 2015
CLOSING DATE: July 24, 2015
WORK HOURS: Full-time; 48 hours/week
SALARY: Actual grade and salary will be based on the qualifications of the applicant.

NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Vientiane is seeking 3 (Three) individuals for the position of **Guard Supervisor** in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

Incumbent serves as the assistant supervisor for the entire local guard force and reports to the Local Guard Commander (LGC). Responsible for directly supervising the Roving Patrol and Residential guards after normal working hours, reporting security problems at residences, responding to emergencies at the Embassy or residences, and ensuring compliance with orders, procedures and standards as set forth by the RSO and LGC.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of secondary school is required. College graduate is desired.
- 2. Prior Work Experience:** Three years of guard duties or directly applicable military or police experience.
- 3. Language Proficiency:** Level III English, good working knowledge necessary. Fluency in Lao speaking and writing required.
- 4. Knowledge:** Must be thoroughly familiar with all Embassy Guard orders, procedures, standards and emergency responses.
- 5. Skills and Abilities:** Must demonstrate leadership, supervisory skills and organizational skills. Must have a valid driving license and be physically fit and able.

HOW TO APPLY

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at: http://laos.usembassy.gov/job_opportunities.html
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Vientiane
Thadeua Rd., Km 9, Ban Somvang Tai
P.O. Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)

POINT OF CONTACT

Telephone: 856-21-487176/7259
Fax: 856-21-488002
E-mail: VientianeHRO@state.gov

Interested persons should contact Embassy Human Resources Office for more information.
Blank application forms may be picked up from the cabinet inside the Embassy entrance.
Only shortlisted candidates will be notified.

CLOSING DATE FOR THIS POSITION: July 24, 2015

An Equal Opportunity Employer