

VACANCY ANNOUNCEMENT

(Announcement No. 15/21)

OPEN TO: All Qualified Candidates
POSITION: **Embassy Guard, FSN-3**
OPENING DATE: July 10, 2015
CLOSING DATE: July 24, 2015
WORK HOURS: Full-time; 48 hours/week
SALARY: Actual 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 10 (Ten) individuals for the position of **Embassy Guard** in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION:

Incumbent serves as a guard for the Embassy compound and reports to the Guard Sergeant (shift supervisor) and Local Guard Commander. He/she is responsible for controlling access of all personnel and vehicles into the Embassy, patrolling Embassy grounds and responding to security incidents, operating security equipment and raising the alarm in an emergency.

- A.** Understand and apply published guard orders, RSO and LG Commander Directions, Embassy security procedures, operations and professional standards.
- B.** Respond to emergencies or incidents at the Embassy in coordination with Surveillance Detection guards, Roving Patrol Guards, local police, RSO and LG Commander.
- C.** Conduct Embassy walking patrols and searches.
- D.** Report all incidents (fire, theft, unauthorized access etc.), suspicious activity, observations via verbal notification and written incident reports.
- E.** Operate complex security, screening and emergency equipment.
- F.** Control all personnel and vehicular access to the Embassy. Screen and/or search all personnel and vehicles prior to entry.

QUALIFICATIONS REQUIRED:

- 1. Education:** Completion of secondary school required.
- 2. Experience:** One year of guard duties or applicable military, police or security experience is required.
- 3. Language:** Level II English and Level III Lao
- 4. Knowledge:** Must be thoroughly familiar with all Embassy guard orders, procedures, standards and emergency responses.
- 5. Abilities:** Operate security equipment. Interpret guard orders and instructions. Must be physically fit.

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