

VACANCY ANNOUNCEMENT

(Announcement No. 16/19)

OPEN TO: All Interested Candidates
POSITION: **Bodyguard, FSN-5**
OPENING DATE: June 20, 2016
CLOSING DATE: July 04, 2016
WORK HOURS: Full-time; 48 hours/week
SALARY: Actual grade and salary will be based on the qualifications of the applicant.

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

The U.S. Embassy in Vientiane is seeking three (3) individuals for the position of **Bodyguard** in the Regional Security Office.

BASIC FUNCTION OF POSITION

Incumbent serves as the Protective Security Escort responsible for the planning, management, and execution of protective security operations for the U.S. Ambassador/ Chief of Mission, Deputy Chief of Mission when acting in the capacity of the Charge, and other designated or visiting U.S. government officials as directed. Directs the operations of the Protective Security Detail including (PSS/Bodyguards) to include staffing, scheduling and performance management. Other duties as directed by the RSO.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** Completion of High school diploma is required.
- 2. Prior Work Experience:** Three years of previous military, private security, police or guard related duties are required.
- 3. Language Proficiency:** Level III (good working knowledge) English ability is required. Level III (good working knowledge) in Lao is also required.
- 4. Knowledge:** A thorough knowledge of defense measures to be used in the event of a terrorist attack, such as that learned in the military or law enforcement training. Knowledge in medical, fire, hostile attack, defensive and emergency driving procedures. Must be familiar with Lao national police, military, security and other government offices to ensure effective liaison and to facilitate effective protective operations including advance and motorcade operations.
- 5. Skills and Abilities:** Must have initiative and resourcefulness in accomplishing tasks. Must be able to deal effectively with people of other cultures to obtain cooperation and reach common goals. Possesses good leadership and interpersonal skills. Must have valid driver license. Must be able to demonstrate judgment and basis safe driving skills in both oral and practical examination. Must be able to operate an armored vehicle and pass the defensive driving training. Good working computer skills is required. . Must be able to work variable shifts, 24 hour on-call schedule, and able to travel outside capital city on an as needed basis.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to pass the local security background investigation.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

TO APPLY

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

1. Universal Application for Employment as Locally Employed Staff or Family Member (DS-174); Download the form at: http://laos.usembassy.gov/job_opportunities.html; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

American Embassy

Thadeua Road, Somvang Tai Village

PO Box 114, Vientiane, Laos

(Hardcopy or e-mail attachments are accepted)

E-mail: VientianeHRO@state.gov

POINT OF CONTACT

Telephone: 856-21-487000

Fax: 856-21-488002

CLOSING DATE FOR THIS POSITION: July 04, 2016

The U.S. Mission in Vientiane 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 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.