

VACANCY ANNOUNCEMENT

(Announcement No. 14/35)

OPEN TO: All interested candidates
POSITION: Guards (Admin Compound), FSN-3
OPENING DATE: October 30, 2014
CLOSING DATE: November 14, 2014
CONTRACT: Until construction project is completed (estimate November, 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 ORDINARILY 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 7 individuals for the position of **Guard** for the Admin Compound Project.

BASIC FUNCTION OF POSITION

Incumbent serves as a guard for the Admin Compound and reports to the Admin Compound Sergeant, Shift Supervisor and Guard Commander, Site Security Manager and the Regional Security Officer (RSO). He/she is responsible for controlling access of all personnel and vehicles into the Admin Compound, patrolling the Admin Compound grounds and responding to security incidents, operating security equipment and raising the alarm in an emergency.

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
- 2. Prior Work Experience:** One year of Embassy guard duties or directly applicable military or police experience.
- 3. Language Proficiency:** Level II English, minimal working knowledge required. Level III, good working knowledge of Lao required.
- 4. Job Knowledge:** Must be thoroughly familiar with all Embassy Guard orders, procedures, standards and emergency responses.
- 5. Skills and Abilities:** Must be able to 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
Rue Bartholonie, That Dam
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)

POINT OF CONTACT

Telephone: 856-21-267176
Fax: 856-21-267140
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: November 14, 2014

An Equal Opportunity Employer