

## VACANCY ANNOUNCEMENT

(Announcement No. 13/21)

**OPEN TO:** All interested candidates  
**POSITION:** **Security Guard (NEC), FSN-3**  
**OPENING DATE:** September 11, 2013  
**CLOSING DATE:** September 27, 2013  
**CONTRACT:** **Short-term (Temporary)**  
**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 an individual for the position of **Security Guard** for the New Embassy Compound (NEC) Project.

### **BASIC FUNCTION OF POSITION**

Incumbent serves as a guard for the New Embassy Compound (NEC) and reports to the NEC Sergeant, Shift Supervisor and NEC 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 NEC, patrolling NEC 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](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](mailto: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: September 27, 2013**  
Equal Opportunity Employer