



**Vacancy Announcement  
U.S. Embassy  
Monrovia, Liberia**

**ANNOUNCEMENT NUMBER: 12-12**

**OPEN TO:** Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies  
(Current employees serving a probationary period are not eligible to apply)

**POSITION:** Surveillance Detection Program Coordinator, FSN-08, FP-06\*

**OPENING DATE:** March 07, 2012

**CLOSING DATE:** March 22, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \$14,809.00 p.a. FSN-08 (FP-06 to be confirmed by Washington)

**NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.**

The U.S. Embassy is seeking an individual for the position of **SURVEILLANCE DETECTION PROGRAM COORDINATOR** within the Regional Security Office.

**BASIC FUNCTION OF POSITION:**

Directs and manages some of the security aspects, to include the surveillance detection program at the U.S. Mission as directed by the Regional Security Officer and or Assistant Regional Security Officer.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Assists the Regional Security Officer in incorporating comprehensive surveillance detection, situational awareness and all sources reporting as essential functions of the integrated security plan. Incumbent will be responsible for the management, training, administration, logistics, security, transportation, accountability, planning and operations of discreet security elements that function ostensibly independent from the U.S. Mission activities.
- Responsible for recruitment, training, scheduling, performance evaluations, and disciplinary action. Briefs SDU officers daily on threat information and potential surveillance activity. Briefs ARSO daily on surveillance incident reporting and trends and, upon request of the ARSO, assesses SD coverage requirements to counter specific threat information. In coordination with ARSO, periodically updates the surveillance detection management plan to ensure it reflects current SD operational and administrative requirements. Develops and updates individual operations plans for SD coverage of the embassy American residences and other locations at the direction of ARSO.
- Assesses SD equipment needs, makes recommendations to ARSO, aids in procurement, trains personnel in proper equipment usage and is ultimately responsible for ensuring that equipment is properly maintained and serviceable. Maintains and updates SD equipment inventories, as well as copies of receipts, vehicle logs, fuel vouchers, purchase orders and equipment requests. Monitors the SDU budget and ensures operation within prescribed budgetary parameters.
- Conducts route analysis for VIP visitors, identifying potential hostile surveillance seat, choke points, etc. and briefs ARSO/RSO accordingly. Coordinates with Host government counter-sniper (CS) teams to assess coverage needs and assigns SD officers to provide joint coverage with CS teams at critical areas for high profile events and VIP support. Coordinates daily with the Ambassador's Protective Detail to provide SD coverage for the Ambassador's motorcade

moves. Develops and implements coordinated comprehensive SD operations plans for high profile events requiring SD coverage.

- Develops, coordinates and provides oversight of all-source suspicious activity mission reporting. Supervises extraction of key information from reported suspicious activity incidents and ensures timely comprehensive entry into the worldwide Security Incident Management and Analysis System (SIMAS). Complies and reviews reports and conducts analysis of a wide variety of suspicious activities derived from the SD team, Local Guard Force, FSN and U.S. employees, and host government elements to provide the RSO with indications and warnings related to the presence or increase in potential terrorist surveillance activity. Directs deployments and activities of selected elements of mission security to counter reported or perceived threats.
- Maintain liaison with host-nation security forces to ensure timely, coordinated response to suspicious and/or threatening incidents.

#### **QUALIFICATIONS:**

1. Completion of Secondary School is required.
2. Three (3) years in the field and at a sufficient to demonstrate mastery of multiple, complex, time-sensitive tasks in a fluid and demanding environment is required. At least two years of prior supervisory experience at a level commensurate with the size of the SD team and the scope of the program at post is required.
3. Level IV (fluent) English written and spoken English.
4. Position requires an excellent working knowledge of law-enforcement and security surveillance techniques and a thorough knowledge of basic management and leadership principles and practices. Knowledge of host country law enforcement organizations, responsibilities and capabilities is required.
5. Demonstrated ability to manage and coordinate the work of others in a team setting and a hierarchical organizational environment is required. Demonstrated leadership capability is required. Demonstrated program management skills and proven organizations ability is required.

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, ((231) 777-054824) and at <http://monrovia.usembassy.gov/vacancies.html>.**

#### **SELECTION PROCESS:**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:**

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

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. 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; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US 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.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application:**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

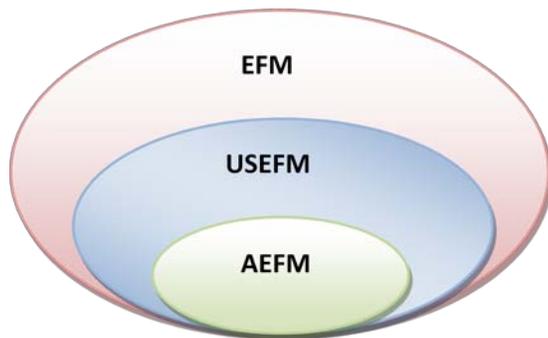
SUBMIT APPLICATION TO:

Human Resources Office  
Attention: **Surveillance Detection Program Coordinator**  
American Embassy  
P. O. Box 98  
1000 Monrovia 10 Liberia

**Drop in application box at Gate #3**

**The Universal Application Form (DS-174) can be picked up at Gate 3 or the Human Resources Office or access on line**

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
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2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), [Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
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A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: (March 22, 2012)**

*The US Mission in Monrovia 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 been 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.*

Drafted: HRA: SJDahn  
Approved: HRO: MSende  
Approved: RSO: AAderrinto  
Approved: MGT: RDAcuff  
[Signed copy in HR Office]