

Position Vacancy



U.S. Consulate General Matamoros

Announcement

No: 14/03
Open to: All Internal Candidates
Position: **A56-501 LOCAL GUARD/RESIDENTIAL SECURITY COORDINATOR, FSN-8, FP-06**
Opening Date: MARCH 18, 2014
Closing Date: APRIL 01, 2014
Work Hours: Full-time; 40 hours/week
Salary: Ordinarily Resident: \$271,821.12 pesos per year (FSN-8 starting salary)

(Note: All ordinarily resident applicants must obtain the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)

The U.S. Consulate General in Matamoros is seeking an individual for the position of LOCAL GUARD/RESIDENTIAL SECURITY COORDINATOR in the Regional Security Office (RSO)

BASIC FUNCTION OF POSITION

Incumbent is responsible for local guard operations at all official facilities and residential properties, assisting in the development and maintenance of a comprehensive, complex operational, financial, training, communications, and logistical plans for the Local Guard portion of the Integrated Security Plan for Consulate Matamoros and the Animal and Plant Health Inspection Service (APHIS) office in Reynosa. Additionally, serves as the focal point for the residential security program, developing plans and logistics and ensuring official residences are in compliance with security standards.

QUALIFICATIONS

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- University degree in criminal justice, business administration, management, engineering, law, liberal arts, or related fields is required.
- One year of progressively responsible experience in the commercial security guard business, civilian or government police, military or legal OR two years of experience in the federal or state government of the United States or Mexico are required.
- Level III (Good Working knowledge) English and level IV (fluent) Spanish (speak/read/writing for both languages) are required.
- A strong knowledge in physical security protection, standard security practices and procedures, development and deployment of community style policing (mobile patrol) models, and of standard security equipment and a working knowledge of budget formulation and tracking is required.
- Strong writing, presentation and public speaking skills as well as good computer skills (Word, Excel, Power Point) and the ability to comprehend and present financial and related information in a concise and fully professional manner are required.
- A valid driver's license is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential for the candidate to address the required qualifications above in the application.

All applicants must pass a rigorous security certification process.

Additional selection criteria:

1. Management will consider nepotism, conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. Currently employed Not Ordinarily Residents (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.
4. All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
5. In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality Law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security clearance. Until further guidance is received from the Legal Office of the State Department, EFMs will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

To apply:

Interested applicants for this position **MUST** submit the following or the application **WILL NOT BE CONSIDERED**: Applications will be considered **ONLY** if the applicant meets the English/Spanish level required for this position.

- **Universal Application for Employment (UAE) form.**
<http://matamoros.usconsulate.gov/matamoros/vacancies.html>
- Other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
- Non-EFMs, will be responsible for test fee.
- Closer administration in Matamoros: TOEIC, Harmon Hall, Calle 7 #9, between Mina and Ocampo, Zona Centro, Matamoros, Tam., tel. 816-6060, Attn. Ylse Lara. **Please indicate you are applying for a job at the Consulate.** The scores for Level II English (fluent) are : (TOEFL iBT 92+ or TOEFL ITP/PBT 580+ or TOEIC PBT 750+)
- Copy of typing test score (test may be taken at typingtest.com).
- Applicants who have completed a University Degree in the United States or any other English speaking country will be exempt from taking the ENGLISH TEST.

Submit application to:

Human Resources Office

E-mail: HROMatamoros@state.gov (Please refer to position number in subject line of e-mail.) i.e. **A56-501 Residential/Local Guard Coordinator**

Please check web site for future vacancy announcements: <http://matamoros.usconsulate.gov/>

DEFINITIONS

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided he or she meets all of the following criteria:
 - U.S. Citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household:** A MOH is a person who: 1) has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
 1. **Not-Ordinarily Resident (NOR):** Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The U.S. Mission in Mexico 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.

Drafter: RGuerrero
Cleared: RCastro