

# VACANCY ANNOUNCEMENT

## American Embassy Nouakchott

ANNOUNCEMENT NUMBER: VA#19FY-15

**OPEN TO:** All Interested Candidates  
**POSITION:** CLOSE PROTECTION UNIT OFFICER, FSN-5 or FP-9  
**OPENING DATE:** Monday, February 23, 2015  
**CLOSING DATE:** *Monday, March 09, 2015*  
**WORK HOURS:** Full-time; 48 hours/week  
**SALARY:** (available upon request at HRO)  
**NUMBER OF POSITIONS TO FILL:** Two (2)  
**LENGTH OF HIRE:** Indefinite

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Nouakchott is seeking two (2) candidates to fill Close Protection Unit Officer positions within the Regional Security Section.

### **BASIC FUNCTION OF POSITION:**

The incumbents are responsible for providing a safe and secure environment for the conduct of foreign policy. Close Protection Unit Officers (CPUOs) are responsible for protecting COM personnel and official visitors from physical harm and embarrassment.

### **QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Attach a CV and/or certificates to address these requirements.**

1. Completion of secondary school required;
2. One to two years of body guard or previous military, police, security experience is required.
3. Level 2 English (reading/writing/speaking) and level 2 French (reading/speaking/writing) and Level 2 Arabic (speaking and reading). French, English and Arabic will be tested.
4. A valid driver's license is required. Must be skilled in the use of armored vehicles (FAV) equipment, Mauritania driving laws, local customs, and cultural norms. A high level of physical fitness is required. A driving test will be conducted.
5. Level 1 keyboarding/typing and basic PC skills are required. A computer test will be conducted.

## HOW TO SUBMIT AN APPLICATION VIA E-MAIL.

Application packages containing all the information listed in items" 1" Through "6" above can be scanned into PDF format and sent as a single file to the below E-MAIL address. Files should not exceed 10 MB or they may be rejected by the embassy's Server.

**CLOSING DATE FOR THIS POSITION:** Monday, March 9, 2015

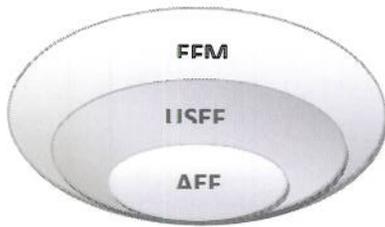
**ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.**

The US Mission in Nouakchott 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: HR: SBMess   
Cleared: HR: JEsteves   
Cleared: RSO: COliver   
Approved: MO: MZadva 

## APPENDIX A DEFINITIONS



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

1. **Eligible Family Member (EFM):** An individual related to a U.S. 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.
  
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. 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:
    1. 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
    2. 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
  - 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.

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 U.S. Citizen.

5. **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 U.S. Social Security Number (SSN).

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

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **APPENDIX B**

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. Current Address, Day, Evening, and Cell phone numbers

G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)

H. U.S. Social Security Number and/or Identification Number

I. Eligibility to work in the country (*Yes or No*)

J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)

K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type

L. Days available to work

M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. References