

VACANCY ANNOUNCEMENT

American Embassy Nouakchott

OPEN TO: Current Employees of the Mission
POSITION: SD Coordinator, FSN-6 or FP-8
OPENING DATE: Thursday, December 15, 2011
CLOSING DATE: *Thursday, December 29, 2011*
WORK HOURS: Full-time; 40 hours/week
SALARY: (available upon request at HRO)
NUMBER OF POSITIONS TO FILL: 1
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 candidates to fill in a vacant position of **Surveillance Detection (SD) Coordinator, FSN-6 or FP-8** within the Regional Security Office.

BASIC FUNCTION OF POSITION:

Incumbent will have overall operational management of the Surveillance Detection (SD) Team and program. Duties will include but not limited to:

- Supervising/coordinating the daily operational planning and deployment of the SD teams (Two SD supervisors and six SD Specialists) as directed by the RSO.
- Serving as liaison with host government security elements.
- Planning and coordinating SD team training.
- Scheduling and coordinating the mission planning and daily surveillance areas for the SD teams as directed by the RSO.
- Ensuring that the SD sighting reports are documented and entered in the SD database. The SD Coordinator will also perform the data entry and analysis duties of the program technician/analyst in the absence of such a position.
- Briefing the RSO on SD operations and incidents/sightings.
- Assisting the RSO in the SD team administration and logistical support requirements.
- Supervisory duties include assisting in the recruitment and selection of SD team members, scheduling shifts of team members, approving leave of SO team members, monitoring performance of SO team members, preparing evaluation reports of SO team members, and recommending performance improvement, performance recognition or disciplinary actions.
- Position reports to the RSO thorough the ARSO.

QUALIFICATIONS REQUIRED:

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

1. Completion of secondary school is required;
2. At least two years of military, police or private experience in the field of security is required. One year of prior supervisory experience preferred;
3. Level 3/3 English and Level 4/4 French required;

4. Position requires a thorough knowledge of surveillance techniques, familiarity with normal traffic patterns, pedestrian behavior, embassy facilities and travel routes. Knowledge of host country law enforcement capabilities is desirable.
5. Must possess a valid driver's license, ability to manage the work of others in a team environment is required. Program management skills and organizational ability is desirable;

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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 should submit the following:

1. Letter of Application
2. DS-174 Application Form or a current resume or curriculum vitae that includes information requested on the DS-174 (the Employment Form DS-174 is also available at: <http://mauritania.usembassy.gov/employment.html>); plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

A completed Embassy application form and/or résumé should be received by the HR Office at the Embassy by close of business on **Thursday, December 29, 2011**.

DELIVER APPLICATION WITH ANNOUNCEMENT NUMBER: JA#06FY-12 on the envelope to the front gate application deposit box at the Embassy guard reception; or mail it to the following address:

American Embassy Nouakchott

P. O. Box. 222
Tel: **45-25-26-60**

PLEASE DO NOT INCLUDE ANY OTHER MARKINGS BESIDES THE JOB ANNOUNCEMENT NUMBER AND THE EMBASSY ADDRESS ON THE ENVELOPE

POINT OF CONTACT:

Human Resources Office
Telephone: **45-25-26-60 ext: 4475, 4488 or 4718**
Fax: **45-25-15-92**

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 s/he meets all of the following criteria:
 - US 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 US 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 safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US 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 to a US 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.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed 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.

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

CLOSING DATE FOR THIS POSITION: *Thursday, December 29, 2011*

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:SyA
Cleared: RSO:ATambrin
Approved: MO:MRZadv