

Position Vacancy



U.S. Consulate General Nogales

Announcement

NO: 2013/009
OPEN TO: All Interested Candidates
POSITION: **A56-601 SD GUARD COORDINATOR, FSN-7, FP-7***
OPENING DATE: 12/06/2013
CLOSING DATE: 12/19/2013
WORK HOURS: **Full Time; 40 hours/week**
SALARY: *Ordinarily Resident (OR): \$221,877.50 pesos per year (Starting salary)
(Position Grade: FSN-8)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR MUST HAVE THE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in Nogales is seeking an individual for the position of SD Guard Coordinator in the Regional Security Office Section.

BASIC FUNCTION OF POSITION

The Surveillance Detection Coordinator (SDC) reports directly to the Regional Security Officer (RSO) and/or Post Security Officer (RSO/PSO) and provides day-to-day oversight of the Department mandated Surveillance Detection Program. The SD Coordinator provides the RSO with timely analysis of notable events and assists in liaison with local police agencies. The SDC should, at the direction of the RSO, establish valuable local law enforcement contacts in order to facilitate security requirements for extra police support and investigative assistance with regard to threats against the consulate and/or the American community employed therein. Additional security measures required of the SDC involve performing any and all necessary procedures to detect, recognize, and identify surveillance directed against all U.S. Government facilities and/or personnel and provide support directly or indirectly through local police agencies. SDC must be able to efficiently critique and streamline operational methods and account for all USG equipment and expenditures used in the process. SDC is trained to conduct SD Awareness Training for local guard forces when needed. Provide force/protection/motorcade assistance as needed.

REQUIRED QUALIFICATIONS

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

- High School diploma is required.
- Minimum of five years of progressively experience in law enforcement, security operations, surveillance detection or protective security details, preferably with police, private companies is required.
- A working knowledge of the basic principles and techniques of surveillance detection is required.
- Level II English and Spanish Level 4 are required.
- A valid driver's license and Border Crossing Card is required.

SELECTION PROCESS

When there are equally qualified candidates, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ALL APPLICANTS MUST PASS A RIGOROUS SECURITY CERTIFICATION PROCESS.

Funds availability limits this position to the Local Employee Staff (LES) local compensation plan

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful Candidacy.
- All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- 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 certification.

TO APPLY

Interested applicants for this position **MUST** submit the following or the application **WILL NOT BE CONSIDERED:**

- Review the complete Vacancy Announcement at: http://nogales.usconsulate.gov/vacancy_announcements.html
- **Universal Application for Employment (UAE) form** at: <http://photos.state.gov/libraries/nogales/384042/PDFs/DS0174.pdf> plus
- A current resume or curriculum vitae that provide the same information as a DS-174.
- Non-Native Spanish speakers. For Spanish test, applicants should contact Gloria Galindo/Carlos Basurto at extensions 8170/8196. Non-EFM's will be responsible for test fee.
- 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.
- Copy of English Language exam test score is required from the following institution website: <https://secure.vec.bc.ca/vec/online-test.cfm>
- Copy of typing test score(test may be taken at: www.typingtest.com)
- Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
- 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

U.S. Consulate General Nogales/Human Resources Office

Calle San José S/N

Fraccionamiento Los Álamos

Nogales, Sonora 84065 or

E-mail: NogalesHR@state.gov (PLEASE REFER TO POSITION NUMBER IN SUBJECT LINE OF E-MAIL I.E. Pos. A56501 - SD Coordinator)

Please check the U.S. Consulate General web site for future vacancy announcements: <http://nogales.usconsulate.gov>

DEFINITIONS

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.

CLOSING DATE FOR THIS POSITION: December 19, 2013

The US 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.