

# EMPLOYMENT OPPORTUNITY

## U.S. MISSION GERMANY

**Number: M 84-15**  
**Date: June 12, 2015**

<b>Position Title</b>	<b>Local Guard Coordinator</b>
<b>Location</b>	<b>American Consulate General, Munich, Regional Security Office (RSO)</b>
<b>Open To</b>	<b>All Interested Candidates</b>
<b>Salary and Grade</b>	<p><b>Not Ordinarily Resident:</b></p> <ul style="list-style-type: none"> <li>- US \$ 35,014 per year starting salary</li> </ul> <p>Position Grade: FP-07  Note: This position may be Overseas Comparability Pay (OCP) eligible</p> <p><b>Ordinarily Resident:</b></p> <ul style="list-style-type: none"> <li>- € 40,877 per year starting salary (*)</li> </ul> <p>Position Grade: FSN-07</p> <p>(*) Full Performance Level: Candidates may be hired on a developmental level, i.e. one or more pay grades below the full performance level in order to receive training and to acquire knowledge of U.S. Government specific regulations and operating procedures.</p>
<b>Work Hours</b>	<b>Full-Time, 40 hrs./week</b>
<b>Opening Date</b>	<b>June 12, 2015</b>
<b>Closing Date</b>	<b>June 26, 2015</b>
<b>Security Requirement</b>	<b>U.S. Mission issued medical/non-sensitive security clearance</b>

ALL FOREIGN COUNTRY APPLICANTS, INCLUDING AMERICAN CITIZENS, MUST HAVE AND SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General in Munich is seeking an individual for the position of a Local Guard Coordinator in the Regional Security Office (RSO).

### **BASIC FUNCTION OF POSITION**

*(A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to [employment-germany@state.gov](mailto:employment-germany@state.gov) with identification of vacancy number.)*

The Local Guard Coordinator position is focused on overseeing and regulating the various comprehensive security programs and protective operations relating to personnel and property at the U.S. Consulate General Munich. The incumbent performs day-to-day detailed supervision of essential operations ensuring that they work in concert with one another. S/he must implement, coordinate, and manage a series of complex, sophisticated and important security programs and functions throughout the area of responsibility in and around the Munich area and region. This position provides supportive duties for the Mission Security Program.

### **QUALIFICATIONS REQUIRED**

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

**EDUCATION:** Completion of secondary school (Germany: Realschule, USA: American High School Diploma or GED, for all other: 10 years of schooling) is required. In addition, specialized training in Explosives Ordnance Disposal and Special Weapons and Tactics (SWAT) or Close Quarter Combat (CQC) is required.

**EXPERIENCE:** Minimum of four years two of which are in a supervisory position in the area of police, military, security, protective operations, or investigations is required.

**LANGUAGE:** Level IV (fluent) in English and German is required. (speak/write and read)

### **KNOWLEDGE, SKILLS, ABILITIES:**

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- Expert knowledge and understanding of the theoretical principles of physical protection, standard security practices and procedures, developing and deploying of community style policing (mobile patrol) models, creation of defensive security plans, and good working knowledge of standard security equipment is required.
- Ability to read, understand and put into practice core tenets of being Government Technical Monitor (GTM) for technical matters on the LGP contract is required.
- Thorough knowledge of host country operational environment, language, law and security entities, and historic criminal and terrorist threats and operational tendencies is required.
- A valid German weapons permit and be certified as a German firearms instructor is required. (copy must be attached with the application)
- Must have a valid **class B** driver's license. (copy must be attached with the application).
- Basic computer skills (MS Office suite) are required.

The Human Resources Office will conduct standard language assessment tests and may test for other required skills as part of the selection process. Testing is conducted equitably and is administered in the same way to all applicants for the particular recruitment.

## APPLICATION INFORMATION

- **Selection Process:** When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications in the application.
- **Additional Selection Criteria:**
  1. The U.S. Mission will consider nepotism/conflict of interest, budget, and residency status, and whether applicant has a work permit, in determining successful candidacy.
  2. Locally Employed Staff (LE Staff) of the U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply.
  3. Current Locally Employed Staff (LE Staff) with an overall summary rating of 'Needs Improvement' or 'Unsatisfactory' on their most recent Employee Performance Reports are not eligible to apply.
  4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first ninety (90) calendar days of their employment. This does not apply to EFMs hired into positions with 'When Actually Employed' (WAE) work schedules.
  5. Currently employed Not Ordinarily Resident (NOR) employees, hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first ninety (90) days of their employment unless hired into positions with When Actually Employed (WAE) work schedules.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation by the deadline using the U.S. Mission's electronic application process:

Direct link: <http://employment.usembassy.de/>

1. Applicants submitting a resume or curriculum vitae should provide information equal to what is found on the Universal Application for Employment (UAE), DS-174, which can be found on the internet by clicking here: [DS-174](#)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214's with their electronic applications. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Applicants may also include any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Application language is English, i.e. application for employment, CV or resume should be in English. Certificates, awards or degrees in English or German do not need to be translated.
5. Note that the U.S. Mission does not/refund travel expenses incurred by the interviewee.

For a complete list of terms such as US citizen Eligible Family Member (USEFM), Eligible Family Member (EFM), Member of Household (MOH), Not Ordinarily Resident (NOR), Ordinarily Resident (OR) and their definitions, see the definitions list on the website <http://employment.usembassy.de/definitions.htm>.

**CLOSING DATE FOR THIS POSITION:** June 26, 2015

The U.S. Mission in Germany 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 affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.

Approved: RSO: ATDavison  
Cleared: MGT/HR: SAcevedo-Koosha  
Drafted: MGT/HR: FBachmann