

EMPLOYMENT OPPORTUNITY

U.S. MISSION GERMANY

Vacancy Number: M 55-15

Date: April 14, 2015

Position Title	Security Detail Guard
Location	American Consulate General Munich
Open To	All Interested Candidates
Salary and Grade	<p>Not Ordinarily Resident - US \$ 25,011 per year starting salary (Base Salary Scale) Position Grade: FP-AA step 1 or highest previous rate in grade</p> <p>Ordinarily Resident - € 30,521 per year starting salary Position Grade: FSN-04</p> <p>Candidate 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>
Work Hours	Full-time, 40 hours
Opening Date	April 15, 2015
Closing Date	Open until filled – first cut-off date is April 29, 2015. Thereafter applications will be screened for eligibility/qualifications every week, if not filled.
Security Requirement	US Mission certified medical and non-sensitive security clearance

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

The American Consulate General in Munich is seeking an individual for a Security Detail Guard position. Filling of position is subject to availability of funds.

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 with identification of vacancy number.)

Incumbent provides security for U.S. Personnel and facilities by conducting Surveillance Detection (SD) operations as a member of a tactical team. SD Specialists observe, recognize, and report potential surveillance and other suspicious incidents directed against U.S. Government facilities and/or personnel.

QUALIFICATIONS REQUIRED

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

EDUCATION: Completion of secondary school (Germany: Realschule, America: High School Diploma or GED, for all other 10 years of schooling) is required.

EXPERIENCE: One (1) year of certified security experience which must have been in work supporting a Diplomatic Mission is required.

LANGUAGE: English Level 2 (Limited knowledge) speaking/reading/writing and German Level 3 (good working knowledge) speaking/reading/writing language skills are required.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge and understanding of how a U.S. diplomatic Mission functions, with emphasis on the Mission Germany's Regional Security office and its implemented security programs, is required.
- Familiarity with the principles of terrorist attack cycles and hostile surveillance techniques, as well as how they are used against U.S. Diplomatic facilities and its personnel, is required.

- Skilled in the use of communications equipment, cameras, and basic information technology systems, is required.
- Must be able to provide detailed oral and written reports.
- Must possess a valid and unrestricted Class B German driver's license.

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/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>.

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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 for relief.

Approved: HR:KDMorgan
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Drafted: HR:KWitte