

U.S. Mission, Nepal
VACANCY ANNOUNCEMENT
(Announcement Number: 16-46)

The American Embassy in Kathmandu is seeking an individual for the position of Guard (SDU).

OPEN TO: All Interested Candidates

POSITION: Guard (SDU), FSN-4; FP-AA

OPENING DATE: October 25, 2016

CLOSING DATE: November 8, 2016

WORK HOURS: Full-time; 48 hours/week

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent serves as a member of the Surveillance Detection Unit. The duties include keeping watch for possible surveillance outside the U.S. Mission facilities and residences; preventing possible security threats against the U.S. Mission properties and personnel; patrolling assigned areas and informing supervisor upon identifying any potential security irregularities. The incumbent also analyzes security situations and provides daily activity reports to the shift supervisor.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so will result in a determination that the applicant is not qualified.

1. EDUCATION: Successful completion of Secondary School is required.
2. EXPERIENCE: At least one year of prior work experience in the police, military or any security field is required.
3. LANGUAGE: Level II (Limited) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required.
4. JOB KNOWLEDGE: Working knowledge of security procedures and techniques is required.
5. SKILLS AND ABILITIES: A valid Nepali driver's "Class A" license is required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

HOW TO APPLY:

Applicants must submit the following documents or the application will not be considered.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website at http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html or by contacting Human Resources Office at the Embassy.
2. Any additional documentation that supports or addresses the requirements listed above (e.g. copies of education certificates, transcripts, degrees, awards etc.)

WHERE TO APPLY:

E-mail Address: Recruitktm1@state.gov (write “Application for Guard (SDU)” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Guard (SDU))

For detailed vacancy announcement, please visit our website at http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

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