

## VACANCY ANNOUNCEMENT

(Announcement Number: 11-45)

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

**OPEN TO:** All Interested Candidates

**POSITION:** Guard

**OPENING DATE:** November 7, 2011

**CLOSING DATE:** November 21, 2011

**WORK HOURS:** Full-time; 48 hours/week

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### **BASIC FUNCTION OF THE POSITION**

The incumbent performs routine guard duties to safeguard the Mission's property and/or personnel. The incumbent monitors activities on Mission compounds, prevents entry of unauthorized persons to Mission facilities and residences, keeps watch against trespass, and inspects vehicles and individuals seeking to enter the Mission facilities.

### **QUALIFICATIONS REQUIRED**

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

1. Successful completion of Primary School (Grade 5) is required.
2. A minimum of one year of experience in police, military, commercial security services or in the U.S. Embassy Guard Force is required.
3. Level II (Limited knowledge) speaking/reading/writing English is required. Level III (Good working knowledge) speaking/reading/writing Nepali is required.
4. A good knowledge of general security procedures is required.
5. The ability to follow orders and exercise sound judgment in recognizing, reporting, and acting on incidents is required. The ability to work for prolonged periods of time outdoors in inclement weather in exposed or semi-exposed duty posts is required.

## TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: [http://nepal.usembassy.gov/about\\_the\\_embassy/job\\_opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job_opportunities.html)

**SUBMIT APPLICATION TO (Please clearly mark your envelope as “Application for Guard”)**

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

Or via email to our Recruitment Mailbox No. 1 at the following email address:  
recruitktm1@state.gov

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Also visit us at: [http://nepal.usembassy.gov/about\\_the\\_embassy/job\\_opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job_opportunities.html)