

EMPLOYMENT VACANCY

AMERICAN EMBASSY APIA

POSITION TITLE: Security Guard (2 positions available)

DATE: January 14, 2008

NO: VA 08-03

TO: All Interested Candidates

Opening Date: Monday January 14, 2008
Closing Date: COB Friday February 1, 2008
Commencement date: To be determined
Work Hours: Full Time - 40 hours per week
Salary: Applicants who are ordinarily resident in Apia
FSN – 04
(Step 1: WST 9,542.00 + allowances WST\$6,168.00 per annum)

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

The Embassy of the United States of America in Apia Samoa is seeking two Security Guards.

BASIC FUNCTION OF POSITION

Responsible for providing security at the U.S. Embassy and the principal officers residence in Apia, Samoa by working with other security assets. The U.S. Embassy employs approximately 18 FSN employees. State Department regulations declare that all FSN and contract employees are afforded the same security protection as Americans while located within U.S. Government facilities.

A more detailed description of the duties will be discussed at interview.

REQUIRED QUALIFICATIONS

- Completion of secondary school is required.
- At one to two years experience in military, police or private security required.
- Fluent level 3 written and spoken Samoan and English is required.
- Ability to use technical equipment.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the applications.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining the successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Applicants interested in this position should submit the following:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above.

Please note that any successful applicant from a constituent post would have to pay his/her own travel and removal expenses.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
PO BOX 3430
APIA

Or e-mail: Wellington.HR@state.gov

Clearly indicate on the application form that you are interested in the Security Guard positions – Apia, Samoa.

CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS, FRIDAY FEBRUARY 1, 2008
AN EQUAL OPPORTUNITY EMPLOYER
