

ANNOUNCEMENT NUMBER: 14-39

OPEN TO: All interested Candidates

POSITION: Bodyguards - FSN-5; FP-9
Developmental Level: FSN-4; FP-AA

OPENING DATE: 11/14/2014

CLOSING DATE: 11/28/2014

WORK HOURS: Full time; 40 hours per week.

SALARY: Actual salary and grade will be based on the qualifications of the applicant.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. For complete details click on: <http://Niamey.USEmbassy.gov>

Special Note: This position is open only to candidates with a good working knowledge of English.

The U.S. Embassy in Niamey is seeking applications from **qualified individuals** for the positions of (2) **Bodyguards** in the Regional Security Office. Development level may be established depending on qualifications and experience.

BASIC FUNCTION OF POSITION:

Close Protection Unit (CPU) Officers are responsible for providing a safe and secure environment. Officers are responsible for protecting American personnel and official visitors.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Tel: 20-72-26-61, ext. 4479/4015.

QUALIFICATIONS REQUIRED:

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

1. **Education:** Completion of 2 years of high school or equivalent (BEPC) is required.
2. **Prior Work Experience:** Five (5) years security or other law enforcement experience is required.

3. **Language Proficiency:** English Level 2 and French Level 3 (Good working knowledge) reading/speaking/writing; Level 4 (Fluent) spoken local language, Hausa or Zarma. **English will be tested.**
4. **Job knowledge:** Evidence of formal military or police training is required. Incumbent must have a comprehensive understanding of threat levels within the local environment. Must be able to evaluate and make recommendation to secure the location(s) prior to the arrival of Mission personnel and/or official visitors.
5. **Skills and Abilities:** Maintain a high-level of physical fitness. **A minimum acceptable level of physical fitness is required. All applicants will undergo a fitness test.** Ability to rapidly develop and maintain high-level proficiency with special protective equipment. Must have basic knowledge of Microsoft Outlook and be able to draft short routine reports in English or French using Microsoft Word. **Computer knowledge will be tested.** Must be able to successfully complete a basic course in emergency first aid and CPR. A valid Nigerien driver's license is required. **A driving test will be conducted.**

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

1. Management will consider nepotism/conflict of interest, budget constraints, and residency status in determining successful candidacy.
2. Current employees serving an initial probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an overall summary rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report 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 90 calendar days of that appointment.
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 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a non-sensitive security clearance.

TO APPLY

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available in the HR office; <http://Niamey.USEmbassy.gov>; **or**
2. A current résumé or curriculum vitae that provides the **same information** as the UAE(see Appendix B);**or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as separate sheet; plus
4. Candidates who claim U.S. veterans preference must provide a copy of their form DD-214 with their application. Candidates who claim conditional U.S. veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

Attention: Human Resources Office
American Embassy
BP 11201
Niamey, Niger

POINT OF CONTACT

Human Resources Officer
Telephone: (227) 20-72-26-62, Ext. 4015/4479

Applications must be received by the closing date.

CLOSING DATE FOR THIS POSITION: Friday 11/28/2014 at 13:00.

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

U.S. Mission Niamey is a drug-free work environment.