

# United States Mission Abuja

## Vacancy Announcement

<b>No.</b> 2012-109	<b>Date:</b> December 27, 2012	<b>Ref:</b>
<b>Subject:</b>	<b>BODYGUARD</b>	
<b>Location:</b>	<b>LAGOS – U.S. CONSULATE GENERAL</b>	
<b>Applicability:</b>	<b>ALL INTERESTED CANDIDATES</b>	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Bodyguard – FSN-06

**OPENING DATE:** December 27, 2012

**CLOSING DATE:** January 15, 2013

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

**SALARY:** **OR – Ordinarily Resident**–N2,288,536 per annum  
(Starting basic salary)  
Position Grade: FSN- 06  
In addition to the basic salary, all allowances will be paid  
in accordance with the Mission Local Compensation Plan.

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

The **U.S. Consulate General Lagos** is seeking to employ a suitable and qualified candidate for the position of Bodyguard in the Regional Security Office.

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

Consul General's Protection Detail Bodyguards are responsible for providing a safe and secure environment for conduct of foreign policy. Bodyguards are responsible for protecting Consul General Personnel and official visitors from physical harm and embarrassment.

To obtain a copy of this announcement please visit our Mission websites at:  
[http://nigeria.usembassy.gov/about the us mission.html](http://nigeria.usembassy.gov/about_the_us_mission.html).

## **POSITION REQUIREMENTS:**

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. Completion of Secondary School is required.
2. A minimum of two (2) years of providing close protection service or protective service driving is required.
3. Level III (Good working knowledge) Speaking/Reading in English is required. Level III (Good working knowledge) Speaking/Reading in Yoruba, Igbo or Hausa or other local dialect is required.
4. Candidate must be familiar with Nigerian driving laws, local customs and cultural norms.
5. Candidate must have defense driving skills, able to operate non-armored and fully armored vehicles (FAVs).
6. Candidate must be able to maintain situational awareness and conduct counter-surveillance to enhance post's off-compound security posture.

## **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 above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a 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 NORs 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.

### **HOW TO APPLY**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **Application for US Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus.**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

### **SUBMIT APPLICATION TO:**

Embassy of the United States of America  
Human Resources Office  
Plot 1075 Diplomatic Drive  
Central District Area  
Abuja.  
Or e-mail application to: [HRNigeria@state.gov](mailto:HRNigeria@state.gov)

### **POINT OF CONTACT:**

Tel: 09-461-4000 Ext 4261  
Fax: 09-461-4036

### **DEFINITIONS**

1. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: JANUARY 15, 2013**

**The U.S. Mission in Nigeria 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.**

**An Equal Opportunity Employer**