Position Vacancy Announcement

U.S. Consulate General Nogales

NO: 2013/008

OPEN TO: All Interested Candidates

POSITION: **A56-501 Local Guard/Residential Security Coordinator, FSN-8**

OPENING DATE: 08/23/2013

CLOSING DATE: 09/05/2013

WORK HOURS: **Full Time; 40 hours/week**

SALARY: *Ordinarily Resident (OR): $271,821.12 pesos per year (Starting salary)
(Position Grade: FSN-8)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR MUST HAVE THE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The Consulate General of the United States in Nogales is seeking an individual for the position of Local Guard/Residential Security Coordinator in the Regional Security Office Section.

BASIC FUNCTION OF POSITION

This subordinate Locally Engaged Staff (LES) member is responsible for coordinating the activities of the Local Guard Force. The incumbent is the first line supervisor ensuring the Guard Force Commander and LGF carry out their duties in accordance with the contract. This subordinate will also be the focal point for the residential security program and issues. Finally, the incumbent is responsible for coordinating with Government of Mexico (GOM) security forces to monitor security incidents throughout the city to advise the RSO on necessary changes to the security posture of the Consulate.

REQUIRED QUALIFICATIONS

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

- Completion of high school or equivalency is required.
- Minimum three years police or military experience.
- Two years of supervisory experience in a security environment is required.
- Strong knowledge of physical security protection practices.
- Level III (fluent) English and Level IV Spanish (speak/read/write) is required. (Please see section "To Apply" on Pg. 2 for test instructions).

SELECTION PROCESS

When there are equally qualified candidates, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ALL APPLICANTS MUST PASS A RIGOROUS SECURITY CERTIFICATION PROCESS.

Funds availability limits this position to the Local Employee Staff (LES) local compensation plan

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful Candidacy.
- All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security certification.

TO APPLY

Interested applicants for this position **MUST** submit the following or the application **WILL NOT BE CONSIDERED**:

- Review the complete Vacancy Announcement at: http://nogales.usconsulate.gov/vacancy_announcements.html
- **Universal Application for Employment (UAE) form** at: http://photos.state.gov/libraries/nogales/384042/PDFs/DS0174.pdf plus
- A current resume or curriculum vitae that provide the same information as a DS-174.
- Non-Native Spanish speakers. For Spanish test, applicants should contact Gloria Galindo/Carlos Basurto at extensions 8170/8196. Non-EFM's will be responsible for test fee.
- Other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
- Copy of English Language exam test score is required from the following institution website: https://secure.vec.bc.ca/vec/online-test.cfm
- Copy of typing test score(test may be taken at: www.typingtest.com)
- Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
- Applicants who have completed a University Degree in the United States or any other English speaking country will be exempt from taking the ENGLISH TEST.

SUBMIT APPLICATION TO

U.S. Consulate General Nogales/Human Resources Office
Calle San José S/N
Fraccionamiento Los Álamos
Nogales, Sonora 84065 **or**
E-mail: NogalesHR@state.gov **(Please refer to position number in subject line of e-mail) i.e. A56-501** Local Guard/Residential Security Coordinator

Please check the U.S. Consulate General web site for future vacancy announcements: http://nogales.usconsulate.gov

DEFINITIONS

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

CLOSING DATE FOR THIS POSITION: September 5, 2013

The US Mission in Mexico 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.