



Position Vacancy Announcement

American Consulate General Nuevo Laredo

NO: 16/01

OPEN TO: **ALL INTERESTED CANDIDATES/ ALL SOURCES**

POSITION: **A56-606 Surveillance Detection Guard - FSN 4 – FP AA***

OPENING DATE: **February 24, 2016**

CLOSING DATE: **March 08, 2016.**

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: Starting Salary and Position Grade FP-AA* to be confirmed by Washington.

*Ordinarily Resident: \$ 139,599.87 pesos per year (starting FSN- 4 salary -)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Nuevo Laredo is seeking an individual for the position of Surveillance Detection Guard in the Regional Security office.

BASIC FUNCTION OF POSITION

The employee assists in providing security for U.S. Government (USG) facilities, employees and family members by performing procedures to detect, recognize, and report on any action against USG facilities and /or personnel. Position provides support directly or by calling for assistance.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: **Completion of high school is required.**
2. EXPERIENCE: **Two years of security related experience is required. Previous military, police, or security experience in a position which involved observation/surveillance skills and techniques qualifies for security experience.**
3. LANGUAGE: **Level IV Spanish: Fluent ability (speaking, reading, and writing), English is not required**
4. SKILLS AND ABILITIES: **A valid driver's license is required. Must be able to work independently and adapt to changing circumstances without requesting guidance. Must have strong organizational and observation skills to report facts in a concise, logical and objective manner.**

5. **JOB KNOWLEDGE:** Must be familiar with procedures for conducting and reporting surveillance and capable of discerning normal traffic patterns, pedestrian behavior, and choke points of Consulate facilities access and travel routes. (Your experience will be verified at the interview).

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. **Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.**
3. All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.
4. **Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.**
5. The candidate must be able to obtain and hold a Security Certification.
6. **Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.**

HOW TO APPLY: Applicants must submit the following documents to be considered:

- Application for U.S. Federal Employment (DS-0174); or
- A current resume or curriculum vitae that provides the same information as an
- DS-0174 <http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf> plus
- Copy of University Degree and/or other documentation that addresses the qualification requirements of the position;
- Copy of Valid Driver's License.
- Test score of English language exam is required from the following institutions: (Cost is the applicant's responsibility).
- **NOTE: Scores are Valid for only two (2) years since the date of testing.**
- <http://secure.vec.bc.ca/vec/online-test.cfm> - VEC English Grammar Test
- **TOEFL**, Harmon Hall, Av. Reforma 5601 Local E-1, Fracc. Centro Comercial Reforma, Phone (867) 717-20-40
- TOEFL information: <http://www.iielatinamerica.org/cgi-bin/contenido.pl?p=centrositp>
- TOEIC information: www.toeic-mex.com - info@toeic-mex.com
- TOEFL TAMIU of Laredo Texas Contact the Testing Center in University Success Center 201 or call 326-2131 for more info <http://www.ets.org/toefl>

The scores for English English is not required

- 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.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date

of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

SUBMIT APPLICATION TO

American Consulate/Human Resources Office, Attention: Human Resources Office
Allende #3330 Col. Jardin, Nuevo Laredo, Tamps 88265, Tel: 867-714-0512, FAX: 867-714-0990
E-mail: AmConNuevoLaredo_HR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

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