

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-89

OPEN TO: All Interested Candidates **OPENING DATE:** June 15, 2011
POSITION: **Surveillance Detection Guard** **CLOSING DATE:** June 28, 2011
GRADE: FSN-4; FP-AA
POSITION NO: I-56258, I-56324 & I-56325 (**Three Positions**)
WORK HOURS: Full-time; 48 hours/week
SALARY: *Not-Ordinarily Resident: US\$24,156 p.a. (Starting salary)
(Position Grade: FP-AA to be confirmed by Washington)
*Ordinarily Resident: Rs.517,374 p.a. (Starting salary)
(Position Grade: FSN-4)

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

The U.S. Embassy in Islamabad is seeking individuals for the positions of Surveillance Detection Guard in the Regional Security Office.

BASIC FUNCTION OF POSITION:

Incumbent provides security for U.S. Government facilities, employees, and family members by performing procedures to detect, recognize, and report surveillance directed against U.S. Government facilities and/or personnel and provides support directly, or by calling for assistance. In case of imminent attack, calls for immediate assistance and takes action to prevent injury and death to personnel, and destruction of property. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

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

- 1. EDUCATION:** Completion of ten years of education is required.
- 2. EXPERIENCE:** One to two years of surveillance or related experience is required. Previous military, police, or security experience in a position which involved observation/surveillance skills and techniques is required.
- 3. LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Must be familiar with procedures for conducting and reporting surveillance and capable of discerning normal traffic patterns, pedestrian behavior, and choke points of facilities access and travel routes.
- 5. ABILITIES & SKILLS:** Incumbent must have a valid Pakistani driver's license to drive motor car/jeep and motorcycle. Must be skilled in the use of security equipment and be able to work independently and adapt to changing circumstances without requesting guidance. Strong organizational and observation skills are required. This may be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at HROIslamabad@state.gov, the Vacancy Announcement Number (e.g. 11-46) must be mentioned in the subject line.

Please don't attach any documents to your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site http://islamabad.usembassy.gov/employment_opportunities.html. Only short-listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 28, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.