

VACANCY ANNOUNCEMENT # 15/08/69

SECURITY PROTECTIVE SPECIALIST - BODYGUARD FSN-5 (OR); FP-9 (NOR)

From: Human Resources Office
Open to: All interested candidates
Opening Date: August 17, 2015
Closing Date: August 31, 2015
Work Hours: Full-time – 48 hours per week
Desired Start Date: October 5, 2015

ALL ORDINARILY RESIDENTS (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking three individuals for the position of Security Protective Specialist - Bodyguard in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

Security Protective Specialist - Bodyguard for the U.S. Ambassador, Chief of Mission (COM), & other high-level officials, performing a full range of Protective Security (PRS), protective driver, advance agent, protective investigations, and bodyguard functions. Serves as site advance, protective security driver, and assistant logistics officer. Provides line-level coordination for 12 direct-hire Protective Security Specialists and oversight to 12 Peruvian National Police bodyguards. Conducts PRS investigations to identify and mitigate threats against COM, U.S. personnel and facilities. Prepares clear and concise reports for use in security and protective operations. Provides a variety of personal protective services in accordance with Department of State (DOS) and Diplomatic Security Service (DSS) protective security policies, standards and procedures.

Please note: At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

QUALIFICATIONS REQUIRED

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS

INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

1. Education: Completion of secondary school (high school diploma or equivalent) is required.

2. Experience: A minimum of one year as a bodyguard in a police, military or private protective organization is required. Experience gained as a U.S. Embassy mobile patrol inspector, Local Guard Force (LGF) Supervisor or Guard Force Commander is considered as qualifying experience if the experience included the protection of personnel.

3. Language: Level I (rudimentary) Speaking/ Reading English ability. Level IV (Fluent) Speaking/Reading/Writing Spanish ability is required. This will be tested.

4. Job Knowledge: Must have extensive knowledge of techniques and methods of conducting Protective Security (PRS) and physical security, extensive knowledge of techniques used in conducting PRS investigations, extensive knowledge of traffic and vehicle regulations of Peru, good knowledge of vehicle routes & locations of major landmarks, government buildings and ministries in Lima, working knowledge of Peruvian criminal and civil laws, and be familiar with U.S. laws, regulations, customs and norms is required.

5. Skills and Abilities: Must have skills and knowledge of basic security tactics, surveillance detection, and basic law enforcement and security procedures. Skill in the use of basic protective equipment and the ability to use firearm is required. Ability to achieve a passing score on the RSO Physical Fitness Test (PFT) is required. Must have the ability to receive a special medical clearance from Embassy Health Unit, and engage in sustained strenuous bodyguard activity. Must possess and maintain a valid driver's license from the Government of Peru as a condition of employment. Must possess and maintain a valid SUCAMEC firearm permit as a condition of employment.

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 addresses the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Hiring Office will consider qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
 - b. internal candidates, and
 - c. external candidates
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. 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 their employment.
6. Currently employed NORs hired under s 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.
7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment \(UAE\)](#) as a Locally Employed Staff of Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on 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 a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form 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. Please refer to [Veteran's Services](#) for further guidance.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

Submit applications to:

limarecruitment@state.gov

- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contracted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

Appendix A

DEFINITIONS

1. **Eligible Family Members:** An individual related to s U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, an under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (U.S. EFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3FAM 3232.2](#)

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved form OF-126, Foreign Service Residence and Dependency Report, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil service annuity.

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. A MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of this/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

5. 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.

6. Ordinarily Resident (OR): A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens

are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S Government vehicle, Driver's License Class/Type. Please attach copy of document
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

CLOSING DATE: August 31, 2015

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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.

Major Duties and Responsibilities of the Position

100%

In the absence of Protective Security Supervisors, serves as a Detail Leader for protective security operations, consisting of Embassy direct-hire Protective Security Specialists and Peruvian National Police bodyguards.

Provides physical protection for the U.S. Ambassador, Department officials and other high-level persons as designated by the Regional Security Officer. Drives the advance vehicle, lead vehicle, Ambassador's limousine, and follow-vehicle as required in motorcade operations. Provides body protection as part of protective formations during protective walking movements. Provides static protection coverage at principal's residence, in a command post or other location as required.

Reviews and assesses information relevant to the assigned protective operation to anticipate problems, incidents and logistical requirements. Responds to emergency situations in accordance with established Bureau of Diplomatic Security protective security policies, standards, and procedures.

Serves as a member of advance teams that plan and coordinate protective operations. Serves as a lead-advance agent as directed. Conducts site surveys to assess factors affecting the protective environment of sites to be visited. Coordinates with Government of Peru officials, police, fire, security, hospitals and other key personnel.

Prepares accurate and current site surveys and ensures they are on file for the Regional Security Office, Diplomatic Security Service, Secret Service and other U.S. Government agencies. Prepares clear and concise reports of anticipated threats which could impact the safety and security of the Ambassador, U.S. facilities and interests.

Carries and operates authorized weapons and other specialized equipment required in the conduct of protective operations. Maintains requisite level of skills in the safe handling and proper use of multiple firearms systems and other protective equipment as assigned.

Operates office computers, VHF/UHF two-way radios, video cameras, still cameras, GPS, satellite phones, locator beacons, and other emergency equipment as part of daily duties. Provides emergency first-aid and basic medical care in emergency situations.

Travels to remote jungle regions and performs essential protection and personnel recovery missions on behalf of the Regional Security Office. Serves as team leader for personnel recovery as assigned. Travels in helicopters, airplanes and operates in austere conditions to facilitate protective security operations and personnel recovery.

Assists with coordination, logistics and vehicle support (planes, automobiles, helicopters, boats,

motorcycles, etc.) for the Ambassador and other high-level protected persons. Operates armored security vehicles in protective operations on a daily basis. Provides daily accountability for armored vehicles and ensures safe operation. Reports deficiencies to supervisor and coordinates repairs and maintenance with the appropriate vehicle maintenance officer.

Serves rotating collateral duties as Firearms Officer (responsible for maintenance and accountability of APD firearms program), Physical Training Officer (responsible for APD physical fitness and defensive tactics programs), Tactical Training Officer (responsible for APD tactical training), Vehicle Maintenance Officer (responsible for RSO armored vehicle program and APD advance vehicle accountability), Equipment Officer (responsible for electronic equipment; laptops, cameras, radio equipment, GPS, satellite telephone and other devices).

Assists Protective Security Supervisors in projecting for long-term needs of the team and for advance planning of Ambassador's travel and site inspections. Serves as a Team Leader and Acting Supervisor in the absence of a Protective Security Supervisor, responsible for 12 direct-hire Protective Security Specialists and 12 Peruvian National Police bodyguards permanently assigned to the Embassy.

Serves as Lead Advance Agent responsible for reviewing the site-surveys of 24 bodyguards and ensuring completion of assigned projects in a timely manner. Manages small to medium sized projects with high impact on the safety and security of the Ambassador, Embassy and mission personnel and facilities.

On a daily basis, several times per day, coordinates with Embassy contract local guard force personnel, direct hire Local Guard Force Coordinator and Peruvian Police assigned to perimeter protection of the Embassy facilities to ensure safe and seamless arrivals and departures for Ambassador and other protected persons. Coordinates with local security contacts and others as required at hotels, hospitals and other venues to ensure seamless protection of Ambassador and key USG personnel.

Serves as a designated trainer on a rotational basis responsible for the delivery of in-service training in defensive tactics, firearms safety, vehicle operations, protective security tactics and other related training to a 24 member bodyguard team, a 200+ member Embassy contract guard force, Surveillance Detection Team and others as assigned. Researches latest trends in security and develops curriculum for in-service training courses.

Serves in a lead capacity as an acting Detail Leader in the absence of a Protective Security Supervisor. Leads and directs a team of 6 or more persons in the daily protection of the Ambassador or other protected persons.

Responsible to use, repair, maintain, maintain accountability of and provide security for multiple USG firearms types, a fleet of armored vehicles, a fleet of unarmored vehicles, radio communications equipment, surveillance equipment, computers, printers, emergency vehicle lights and sirens, security vaults, electronic alarm systems and other office equipment on a daily

basis.

Maintains daily inventory, security and accountability for \$2,500 in USG issued firearms, \$200,000 in USG armored vehicles, \$2,000 in USG issued radio equipment, \$3,000 in USG issued computer and office equipment, \$1,000 in USG alarm equipment and \$1,000 in USG emergency vehicle equipment (first aid kits, entry tools etc.). Maintains security of Ambassador while in residence and Protective Services office at Embassy and Ambassador's residence and coordinates with facilities office for maintenance and repair.

Recommends to Protective Security Supervisor the procurement and purchase of essential items for the smooth and orderly operation of the protective services program. Handles small amounts of cash and submits vouchers for reimbursements for travel expenses incurred during Ambassador's trips outside of Lima. Submits travel arrangements using Ariba travel system, generates travel orders and processes travel vouchers to ensure a smooth claims process for the Ambassador's Protective Detail.

Develops and maintains site surveys, security files, protective records and sensitive database of security threat information. Develops and maintains databases related to site-surveys. Has responsibility for the collection, maintenance and protection of a large amount of sensitive controllable information relating to the security of personnel and USG facilities.

Provides limited oversight of contracted Embassy local guard force members and Surveillance Detection Team members, in relation to security site advances of Embassy compound, Ambassador's residence and other USG facilities.

Exercises independent decision making and takes immediate action relating to immediate threats or attacks against the Ambassador and other protected persons and USG facilities. Takes coordinated action as part of a team with relation to long-term planning and strategy. Coordinates directly with Surveillance Detection Team, RSO Communications Center, GSO motorpool, Peruvian Police and Embassy security on a regular basis.

Has the discretion to take immediate action to resolve low-level issues and immediate action relating to resolve security threats against USG persons and facilities. Coordinates with a supervisor for higher-level issues.

Coordinates projects for a team of 6-24 Protective Security Specialists, consisting of site-advances, training operations, logistics support, team travel, vehicle motorcade movements, equipment assignments, personnel recovery teams. Submits projects to Protective Security Supervisor or APD Coordinator for approvals.

Makes recommendations to higher level personnel for long-term strategic changes to operations and organizational policy/strategy.

Advises team members, Supervisors, Program Coordinator, RSO Agents and Embassy officers on

matters relating to the safety and security of the Ambassador, protected persons, USG facilities and event security. Advises Surveillance Detection Team and Local Guard Force on matters relating to protection.

Has immediate direct daily interaction with the Ambassador, Charge', senior USG officials and direct influence over the daily security posture of the Ambassador's Protective team and US Embassy security program. Has a high level impact on the direct safety and security of the Ambassador, Charge', COM personnel and facilities and high-level protected persons. Has direct contact with high level Peruvian Government officials including ministers and Presidents.

Has immediate direct daily interaction with mid to senior level Peruvian Police contacts and a direct influence over the daily liaison functions of the RSO office in relation to protective operations.