

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: VN – **Security Escort part time (20 HRS)**

Office: HR

No. **15 – 112**

Date: **06/23/15**

Reference: N/A

OPEN TO: Only to U.S. Citizen Eligible Family Members (AEFMs)

POSITION: Security Escort – part time 20 hrs.
Full-performance level: FP-BB

OPENING DATE: June 23, 2015

CLOSING DATE: Open until filled. First review July 7, 2015

WORK HOURS: Part-time: 20 hours

SALARY: Not-Ordinarily Resident: (FP grade is confirmed by Washington)
Part-time 20 hours: FP-BB: US\$ 11,139.50 p.a.

Note 1: Only U.S. Citizen eligible family members (AEFM) as defined below of the U.S. government employees assigned to the mission under Chief of Mission authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM authority must be assigned to Post.

Note 2: All positions advertised are subject to availability of funds.

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience. For this position the maximum highest previous rate will be equivalent to FP-BB.

The U.S. Embassy in Quito is seeking an Appointment Eligible Family Members (AEFM) for employment in Quito for one part time Security Escort position.

BASIC FUNCTION OF POSITION

Performs all duties of escort, by monitoring and escorting of unclear personnel into controlled access areas and other locations within mission facilities and grounds. The position is either full time, part time, or on an as needed basis, some after-hours, weekend and holiday work may be required. Must be eligible for a Top Secret security clearance to be able to work.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office intranet website or the Embassy internet <http://ecuador.usembassy.gov/news/job-opportunities.html>

QUALIFICATIONS REQUIRED

- a. **Education:** High School diploma is required (Please attach high school diploma copy to be considered).
- b. **Experience:** None.
- c. **Language Proficiency:** Level I (Rudimentary Knowledge) Spanish and Level III (Good working knowledge) English are required. (*will be tested*)
- d. **Abilities and Skills:** Basic keyboard skills and computer literacy is required. Must be observant, flexible and service oriented. Duties include prolonged periods of standing/walking and somewhat physically demanding activities to include climbing, working in cramped spaces and at times working in inclement weather.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and 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. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.
6. **The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.**
7. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes test results.

8. Employment eligibility criteria for this position were established by the hiring supervisor.
9. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
10. The Embassy will review work references or ask applicant for support documentation of any of the information submitted on applications.
11. The candidate must be able to obtain and hold a **top secret security** clearance. Must obtain the clearance before starting in the position.

TO APPLY

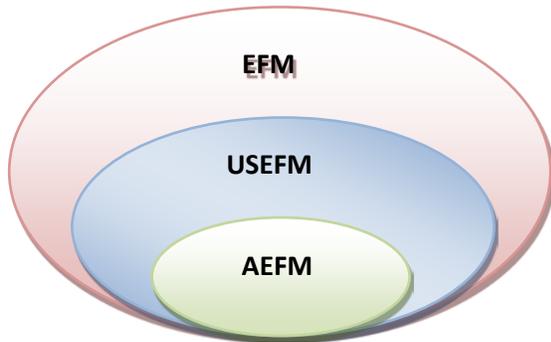
Interested applicants for this position must submit the following or the application will not be considered. If you have submitted these documents with previous applications, you will need to attach them again for consideration of this position:

1. Application for U.S. Employment (DS-0174), or a current resume or curriculum vitae that provide the same information as on DS-0174;
2. Candidates who claim U.S. 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;
5. The candidate must be able to obtain and hold a **top secret security** clearance.

SUBMIT APPLICATION TO

- 1) Per email (preferred method)
E-mail: hroquito@state.gov
- 2) Per hand delivery (please note this method often results in applications not getting any form of response on the recruitment process)
American Embassy
Avigiras E12-170 y Av. Eloy Alfaro
Attention: Human Resources
- 3) For internal applicants: Drop your application in the application box located in the HR waiting area. Confirm that all your documentation is complete and the application is date-stamp.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 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 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the 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, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** 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 3 FAM 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 [3 FAM 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. An 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 his/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 U.S. 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 do 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. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- 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
- 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

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">QUITO, ECUADOR</p>	2. Agency <p style="text-align: center;">DoS</p>	3a. Position Number <p style="text-align: center;">97-110077</p>
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain)

VACANT

5. Classification Action	Position Title and Series Code	Grade	Initials	Date <i>(mm-dd-yyyy)</i>
a. Post Classification Authority	SECURITY ESCORT	FP-BB		09-01-2013
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">SECURITY ESCORT</p>	7. Name of Employee <p style="text-align: center;">VACANT</p>
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8. Office/Section	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">VACANT</p>	10. This is a complete and accurate description of the duties and responsibilities of this position.
Printed Name of Employee _____ Date (mm-dd-yyyy) _____	Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____

Employee Signature	Supervisor Signature
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
 Performs all duties of escort, by monitoring and escorting of uncleared personnel into controlled access areas and other locations within mission facilities and grounds. The position is either full time, part time or on an as needed basis, some after-hours, weekend and holiday work may be required, must be eligible for a Top Secret security clearance to be able to work, person must be available on a part time 20 hours basis.

14. Major Duties and Responsibilities 100 % of Time

- Responsible for escorting of all non-cleared personnel, janitorial/maintenance crews, and contractors performing work in secure areas of the mission or other locations as directed by the supervisor to ensure that secure areas remain uncompromised.
- Secures worksite upon completion of work by ensuring that all uncleared personnel have exited the area.
- Prepares and ensures that all materials entering a CAA have been inspected by designated personnel prior to entering.
- May be responsible for locally procuring items required for use within the CAA space, according to the randomized procurement methods described in relevant sections of the Foreign Affairs Manual.
- As required, responsible for the control and safe operation of any job-related equipment and supplies such as destruction equipment (shredders, disintegrators, etc.), x-ray machines, keys, radios, service elevators, etc.

(See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

High school diploma is required

b. Prior Work Experience

None

c. Post Entry Training

The RSO may provide post-specific training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level III (working knowledge) spoken/written English and Level 1 (Rudimentary) spoken/reading Spanish are required.

e. Job Knowledge

Thorough knowledge of regulations governing control and protection of classified material set out in 12 FAM, as well as post-specific security access procedures; the proper use of security-related equipment (radio, destruction, etc.); familiar with the general layout of mission grounds and facilities.

f. Skills and Abilities

Basic keyboard skills and computer literacy. Must be observant, flexible and service oriented. Duties include prolonged periods of standing/walking and somewhat physically demanding activities to include climbing, working in cramped spaces and at times working in inclement weather.

16. Position Element

a. Supervision Received

Incumbent works under the general supervision of the Facility Maintenance Office, Regional Security Officer and the Diplomatic Pouch Supervisor.

b. Supervision Exercised

Other than general oversight of workers during escorting, no direct supervision is exercised.

c. Available Guidelines

Appropriate DOS 12 FAM regulations regarding physical security programs and protection of classified materials and equipment. Full knowledge of 14 FAM 700 Diplomatic Pouch and Mail Services and 14 FAH 200 Diplomatic Pouch Description and Procedures.

d. Exercise of Judgment

Use sound and independent judgment to ensure that applicable security practices and instructions are followed. Know when to inform the RSO or other authorized official of any suspicious activity or situations.

e. Authority to Make Commitments

Authority to commit human resources in the scheduling of escort-related work.

f. Nature, Level, and Purpose of Contacts

Basic contact with personnel at levels of the mission and other agencies in the performance of security escort duties.

g. Time Expected to Reach Full Performance Level

One to three months.

Addendum 1

- Prepares Incident Reports of any and all work-related problems or security incidents to the appropriate sections.
- Serve as escort for classified pouches arriving at post.
- Provide support for special delegations and VIP visitors.