



**United States Consulate General  
Sao Paulo, Brazil  
Human Resources Notice N°: 01  
Date: January 28, 2013**

**To: All Staff**

**Subject: Vacancy – Local Guard Coordinator**

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**Open to:** All Interested Candidates/ All Sources

**Position:** Local Guard Coordinator, FSN-8; FP-6

**Opening date:** Monday, January 28, 2013

**Closing date:** Friday, February 08, 2013

**Work hours :** Full-time; 40 hours/week

**Salary:** \*Ordinarily Resident (OR): R\$ 58,946.00 p.a.  
(Starting salary) (Position Grade: FSN-8)  
\*Not-Ordinarily Resident (NOR): US\$ 44,737 p.a.  
(Starting salary) (Position Grade: FP-6)

All ordinarily resident (OR) applicants (See appendix A) must have the required work and/or residency permits (Attached to the application) to be eligible for consideration.

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Local Guard Coordinator to work in the Regional Security Office.

**BASIC FUNCTION OF POSITION**

The Local Guard Coordinator is responsible for the first-line management and supervision of the local guard personnel resources. As directed by the Regional Security Officer (RSO), incumbent is responsible for development of the Local Guard (LG) components of the facility defense and reaction plans for the following facilities: Consulate compound, Marine BEQ and the Consul General's Residence; for daily management and oversight of the guard personnel and resources; for assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting the RSO with guard contract administration, contractor monitoring performance oversight; and for providing and/or monitoring the local guard training program.

## **Major Duties of the position:**

The Local Guard Coordinator provides comprehensive management advice to the RSO on the operational, contractual, and financial aspects of the local guard program under their area of responsibility. The incumbent is a senior member of the Defensive Planning and Support Staff (DPSS) and provides supervision of the DPSS staff in absence of the SDC as required. The incumbent assists the RSO in the formulation of annual local guard (LG) program budget, provides justification statements, and drafts official cables for RSO approval; assists with monitoring the LG portion of budget execution and recommends changes, budget plans and/or programs based on spending patterns, changes to local economic conditions (high inflation, exchanges rate fluctuations) affecting price of goods and services, funding level changes, etc.

The incumbent provides daily oversight of guard performance and provides supervision for guard's at all official facilities, residential properties and mobile patrols, documenting deficiencies and recommending corrective courses of action; creates work schedules; and reviews timesheets for the LG assigned to official facilities and residence for errors. The incumbent provides oversight of 120 LG personnel.

The incumbent will be highly familiar with Diplomatic Security's program guidance (12 FAH 7 and FAH 8) the Department's budget process and allotment tracking tools, local guard contracting, host country labor law, post labor regulations, procedure and practices, Department of State labor managements regulations, and other procedures and policies as directed by DS/IP/OPO/FPD.

In coordination with the Foreign National Service Investigator (FSNI) the incumbent will develop and maintain mid-level contacts with host nation security forces, maintains contact with the guard contract management, and develops background material for use of the RSO in conducting security related negotiations and may act as an interpreter during the course of such negotiations where nuance of language meaning is important. The incumbent attends professional meetings and reviews a variety of published materials on security related issues such as books, technical journals, magazines, and government reports. The incumbent prepares a broad range of reports on the local security environment, provides professional presentations on security theory and practice, and provides other administrative and operational reports as required. (70% of the time)

## **SECURITY FUNCTIONS**

As the senior DPSS member responsible for local guard operation at all official facilities and residential properties, the incumbent assists in the development and maintain a comprehensive, complex, and integrated operational, financial, training, communication, and logistical plans for the LG portion of the Integrated Security Plan (ISP). The LGC is responsible for the development of Facility deployment Overlay (FDO) for each official facility and residence. In addition, is responsible for creation and maintenance of the LG orders for official facilities, and residence, and ensures that LG orders and standard operating procedures are consistent with the ISP and that the responsibilities for executing the plan is fully understood by all levels of LG personnel assigned at official facilities, and residences; plans for and conducts tests and drills as directed by the SO to ensure normal and emergency LG operating procedures are properly functioning and makes recommended changes as required.

Makes recommendations affecting the content and character of the LG program by interviewing prospective candidates and reviewing employment packages to ensure that all the requirements for LG qualifications have been met; and ensures that background checks are conducted on prospective LG personnel, and updates are performed as required, and coordinates these actions with the FSNI and the RSO.

Is designated a First Responder to emergent situations and is therefore re-callable to duty at any time. In addition, personally review all LG operations at official facilities and residences on a regular basis across the spectrum of their operational hours to ensure that LG personnel are alert and performing their functions as required by the ISP and LG orders.

At direction of the RSO, plans for, coordinates, and arranges host security force response plans and joint exercises (tabletop and actual) for emergent situations.

Maintain inventory of Government Owned Equipment and contractor provided equipment utilized by the LG program. Establishes reorder points for expendable supply items and schedules for non-expendable supplies, digital cameras and recorders, cellular telephones, radios, vehicles, and required office furniture, training equipment etc. required to support the LG program. Assists the RSO in the conduct of hands-on biannual inventories of LG equipment and reports the result to the RSO; maintains these records in accordance to standard records keeping policies. Ensures that all security equipment is operational and develops systems and procedures to coordinate required maintenance.

For armed LG programs, ensure all personnel are qualified in all weapons used by guard force. Ensure firearms qualification results and satisfactory completion of required training. To this end, LGC must be expertly familiar with the weapons systems, with Diplomatic Security rules and regulations, with host nation weapons laws, contract firearm qualification requirements, and with post's firearms and use of force policy; maintains the use of force policy for RSO and Chief of Mission.

Incumbent verifies, supports, facilitates and conducts training of 120 LG personnel including orientation to the U.S. Consulate General and description of U.S. Consulate assets to be protected, role of LG in cases of fires, explosions, bomb search, and building evacuation, chemical and/or biological awareness and countermeasures briefings, ensure required maintenance of explosive detection equipment, familiar in the operation of all explosive detection equipment and. X-ray inspection equipment.

The LGC briefs the RSO on a regular basis on LG operations and incidents.

The incumbent formulates the \$4 million LG portion of the annual program budget for all LG positions at official facilities and residences, provides justification statements, and drafts official cables for RSO approval; monitors LG budget execution and recommends changes to budget plans and/or LG program based on spending patterns. Changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc. The LGC maintains contact

## **QUALIFICATIONS REQUIRED**

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

**EDUCATION:** Two years of University Studies are required.

**EXPERIENCE:** Progressively responsible experience in the commercial security guard business, civilian or government police, or military required.

**LANGUAGE:** Level III (Good Working Knowledge) English in both speaking/reading is required. Level IV (Fluent) Portuguese in both speaking/reading is required. Language proficiency will be tested.

**KNOWLEDGE:** Must have strong knowledge in physical security protection, standard security practices, developing and deploying of community style policing (mobile patrol) models, creation of defensive security plans, and working knowledge of budget formulation and tracking.

**SKILLS AND ABILITIES:** Must be able to collect and present facts and recommendations in a clear, concise manner. Typing level I (15-29wpm) is required. Some of these skills will be tested.

## **SELECTION PROCESS**

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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 Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply. Please submit your most recent Employee Performance Report (EPR).
4. Currently employed US 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.
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.

## **TO APPLY**

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); **or**
2. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (see Appendix B). We will not/ not accept any applications that are not submitted in English; **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 Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Email: [recrutamentosao paulo@state.gov](mailto:recrutamentosao paulo@state.gov) with vacancy title; or

Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; or.

Fax: (11) 5186-7475

**CLOSING DATE FOR THIS POSITION: Friday, February 08, 2013**

The US Mission in Brazil 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.

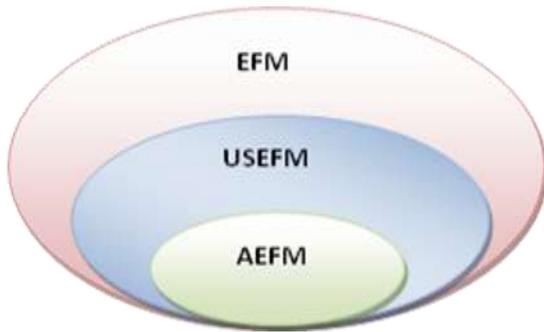
Drafted: E. Branco – HR

Cleared: D. Wallentine

Approved: R. Murphy – MGT

## **APPENDIX A**

### **DEFINITIONS**



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

1. **Eligible Family Member (EFM):** An individual related to a US 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US 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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References