



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

13-75

VACANCY ANNOUNCEMENT - DHAHRAN

06/04/2013

OPEN TO	SAUDI NATIONALS ONLY
POSITION	SD ASSISTANT, FSN-05 POSITION:#100155
OPEN DATE	TUESDAY, JUNE 04, 2013
CLOSING DATE	TUESDAY, JUNE 18, 2013
WORK	Full time; Saturday to Wednesday (40 hours/week)
SALARY	*Ordinarily Resident: Position grade: FSN-05, SR48, 096 Full Performance level (Annual basic salary excluding eligible allowances)

The U. S. Consulate in Dhahran, Saudi Arabia is seeking an individual for SD Assistant.

Basic Function of the Position:

Provides security for facilities and personnel by performing procedures to detect and report on indicators of possible hostile surveillance. In case of imminent attack, calls for immediate assistance and takes action to prevent death or injury to personnel and/or destruction of property.

QUALIFICATIONS REQUIRED:

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

- 1. Required Education:** Secondary school completion is required.
- 2. Required Experience:** 2-3 years of police, security or military experience. Previous experience in a position which involved observation /surveillance skills and techniques is desirable.
- 3. Language Requirements:** Level 1 English (reading, writing, and speaking) is required. Fluency in Arabic (reading, writing and speaking) is required. Skills will be tested.

4. Knowledge/Other criteria: Must be familiar with procedures for conducting and reporting surveillance and capable of discerning normal – patterns and behaviors. Must be able to conduct area analysis and identify choke points and travel routes.

5. Other Skills: Valid driver's license required; skilled in use of technical equipment such as digital and video cameras required. Keyboard/typing and basic computer skills required along with familiarization with photo software is desired. Must be able to work independently. Must have strong organizational and observation skills.

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.**

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment (DS-174).
2. A current resume or curriculum vitae.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned and references) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In person: Front Gate, US Consulate General Dhahran

By mail: Human Resources Office, P. O. Box 38955, Dhahran (Doha) 31952

By e-mail: DhahranHR@state.gov

FAX: 03-3302123

POINT OF CONTACT

Human Resources Office

Telephone: 03-3303200 ext 3086

CLOSING DATE: CLOSE OF BUSINESS, TUESDAY, JUNE 18, 2013

The US Mission in Saudi Arabia 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.