



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

14-10

VACANCY ANNOUNCEMENT - RIYADH

01/16/2014

OPEN TO	SAUDI NATIONALS ONLY
POSITION	SURVEILLANCE DETECTION ASSISTANT, FSN-05 POSITION NUMBER: 100275
OPEN DATE	THURSDAY, JANUARY 16, 2014
CLOSING DATE	OPEN UNTIL FILLED
HOURS	SATURDAY TO THURSDAY - 40 HWW
SALARY	* ORDINARILY RESIDENT: POSITION GRADE: FSN-05, SR. 49,876 FULL PERFORMANCE LEVEL (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).

The U.S. Embassy in Riyadh is seeking an individual for employment in country for the position of Surveillance Detection Assistant.

BASIC FUNCTION OF POSITION

Incumbent provides security for USG facilities, employees and family members by performing procedures to detect, recognize and report on surveillance directed against US Government facilities and/or personnel and provides support directly, or by calling for assistance. In case of imminent attack, the Surveillance Detection team 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. **Education**: Completion of high school education is required.
2. **Experience**: Three years of related work experience in any field is required.
3. **Language Requirements**: Level I English (Rudimentary - Speaking/Reading/Writing) and Level IV Arabic (Fluent - Speaking/Reading/Writing) is required.

4. **Knowledge/Other Criteria:** Must be familiar with procedures for conducting and reporting surveillance and capable of discerning normal traffic patterns, pedestrian behavior, and choke points of USG facilities access and travel routes.
5. **Other Skills: Valid Saudi driving 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.

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 LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
4. 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.

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. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi id and driving license;
5. Any other documentation (e.g. copy of essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION AND ALL DOCUMENTS IN A SINGLE PDF ATTACHMENT

TO: HRORiyadh@state.gov

POINT OF CONTACT

Human Resources Office

Telephone: 01-488-3800

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.