

# MANAGEMENT NOTICE

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 22-2012

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Surveillance Detection Guard

OPENING DATE: July 18, 2012

CLOSING DATE: August 1, 2012

WORK HOURS: Full-time; 48 hours/week (Monday-Saturday)

GRADE: \*Not-Ordinarily Resident: FP--AA (To be confirmed by Washington)

\*Ordinarily Resident: FSN Grade 04

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Surveillance Detection Guard. The position is located in the Security Section and reports to the Surveillance Detection Program Coordinator.

## **FUNCTIONS OF THE POSITION:**

Provides security for USG facilities, employees and family members by performing procedures to detect, recognize, and report on surveillance directed against U.S. Government facilities and/or personnel and provide support directly, or by calling for assistance in case of imminent attack. Calls for immediate assistance and takes action to prevent injury or and death to personnel, and destruction of property.

Conducts surveillance detection within an assigned area as directed by supervisor.  
Conducts advance security surveillance operations as delegated by the Regional Security and Assistant Security Officers.

Identifies suspicious activity or possible surveillance and develops information in order to make a preliminary analysis of its significance engages in close observation to identify and register surveillance operations on USG facilities, employees, family members and residences.

Report findings by making oral or written reports of findings to the Supervisory Security Guard. May be required to maintain surveillance records and/or perform data entry into software applications.

Initiates emergency responses to possible hostile actions as necessary to protect life and property. Provides other surveillance services as assigned.

## **QUALIFICATIONS REQUIRED**

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

- 1. Education:** Completion of a secondary school is required.
- 2. Experience:** Two years of surveillance related experience, or military, Police, or security experience in a position which involving observation/surveillance skills and techniques required.
- 3. English Ability:** Level 2 English ability (limited knowledge) in written and spoken English required.
- 4. Other Criteria:** Must be familiar with procedures for conducting and reporting surveillance and capable of discerning normal traffic patterns and pedestrian behavior.
- 5. Other Skills:** Ability to use surveillance equipment (eg. Audio/Video, Binoculars, Photographic equipment, etc) Level 1 keyboard/typing and basic PC skills. Must have a valid motorcycle license.
- 6. Interpersonal skills:** Must be able to communicate well to Supervisor, colleagues and must have team spirit.

### **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. 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 Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold 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 applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) and
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. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Surveillance Detection Guard)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076-515-355  
Email: [HRFreetown@state.gov](mailto:HRFreetown@state.gov)

NOTE: Only short listed applicants will be contacted.

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American

USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 1, 2012

The US Mission in Freetown 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.