

# MANAGEMENT NOTICE

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 34-2011

OPEN TO: All Interested Candidates Within and Outside of the Mission

POSITION: Surveillance Detection Guard Coordinator

OPENING DATE: November 16, 2011

CLOSING DATE: November 30, 2011

WORK HOURS: Full-time; 40 hours/week

GRADE: \*Not-Ordinarily Resident: FP--07 (To be confirmed by Washington)

\*Ordinarily Resident: FSN Grade 07

Note: All Ordinarily Resident applicants must be residing in country and 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 Coordinator in the Regional Security Office.

## **FUNCTIONS OF THE POSITION:**

Under the direction of the Regional Security Officer (RSO) or the Assistant RSO (ARSO), commands, coordinates, and supervises the activities, schedules, training, and interchanges of the Surveillance Detection Team (SDT); assists in identifying areas of potential threat and provides recommendations to the RSO regarding the SDT's performance and operations. Reviews reports from SDT specialists for completeness and accuracy. Responsible for entering all surveillance detection reports into a data base and maintaining and updating the comprehensive management and operations plan.

Copy of the complete position description listing all duties and responsibilities is available in the Human Resources office.

## **QUALIFICATIONS REQUIRED**

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

- 1. Education:** Completion of Secondary school required. Completion of Specialized Law Enforcement training in the national Training Schools required.
- 2. Experience:** Five years of experience in law enforcement. 3 years must have been experience in surveillance or surveillance detection. Part of the five years experience should also include experience in general clerical office procedures and report writing. Two years experience in supervising and deploying security personnel.
- 3. English Ability:** Level 3 English ability (good working knowledge) of written and spoken English required. Level 3 ability in speaking Krio and Mende or Temne required.
- 4. Other Criteria:** Must be able to acquire working of Foreign Affairs Manual (12 FAH) pertaining to security within a reasonable period of time. Knowledge of procedures for conducting and reporting surveillance. Knowledge of the use of surveillance equipment e.g. audio/video, binoculars, photographic equipment etc. Must be able to work independently and adapt to changing circumstances without requesting guidance. .
- 5. Other Skills:** Ability to use cameras, radios, and video recorders. Must have keyboard/typing ability and knowledge of basic computer programs. Must be holder of driver's license. Must be able to discern normal traffic patterns, pedestrian behavior, and choke points of embassy facilities access and travel routes. Ability to compile individual reports from SD Guards to a standard format, and write factual, logical, and concise reports on situation on trends, patterns, event occurrences, frequency of sightings, etc.
- 6. Interpersonal skills:** Must be able to establish and maintain contacts with the Security Forces. Good writing and communication skills.

## **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 (SF-171 or OF-612); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
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 Coordinator)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076/022-515-075

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 or 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: November 30, 2011

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.