

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: S-13-0001

OPEN TO: All Interested Candidates

POSITION: 2100103, 2100115, Guard – FSN-3, FP-BB*

OPENING DATE: February 6, 2013

CLOSING DATE: open until filled

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): FSN-3 (basic salary RUB 386,483+meal allowance RUB 29,952 + bonus 1/12 of the basic salary - starting salary per year before tax)

AEFM/MOH/NOR: FP-BB (position grade to be confirmed by Washington)

LENGTH OF HIRE: Permanent positions

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED PERMANENT RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in St.Petersburg is seeking individuals for two positions of Guard in the Regional Security Office.

BASIC FUNCTION OF POSITION

CSF Security Guard is responsible for providing for the safety of all Consulate personnel and property while on duty at the Consulate facilities. The incumbent controls visitor and vehicle access to the consulate facilities and conducts security screening of visitors, vehicles and deliveries to prevent the introduction of prohibited items into the Consulate facilities. Performs mobile patrols in order to ensure that offsite locations, off-compound housing and other locations as specified by RSO are secure.

A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Please send your request to the email address: stpetersburghr@state.gov

QUALIFICATIONS REQUIRED

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

1. Completion of high school or equivalent of high school education is required.
2. Level II (limited knowledge) English (will be tested) and Level IV (fluent) Russian is required. Will be tested.
3. One year of prior work experience in any field is required.
4. Basic knowledge/understanding of security concepts, procedures, and techniques is required.
5. Current Russian driver's license (B) is required. Two years of basic safe driving experience is required. Knowledge and ability to use basic office software are required. Willingness to employ non-lethal defensive techniques/equipment, use explosives detection equipment, and prepare reports/duty logs is required. Ability to present a polite/professional image, verbally calm others, and assert oneself in confrontational situations is required.

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.
4. Currently employed U.S. 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.
6. The candidate must be able to obtain and hold a security clearance.

TO APPLY

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

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **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 U.S. 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

Human Resources Office

Fax: 7-495-728 5244 or 7-812-331 2675;

Email: stpetersburghr@state.gov

The preferred way of receiving resumes is via email.

Due to the high volume of applications, only qualified applicants will be contacted by the HR Office.

CLOSING DATE FOR THIS POSITION: Open until filled

The U.S. Mission in Russian 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.

Vacancy Announcement approved by Marilyn Holleran (Management Officer)

Page 3 of Vacancy Announcement Number S-13-0001