

## VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: S-14-0002

**OPEN TO:** All Interested Candidates

**POSITION:** Senior Guard, 2100203, 2100204, 2100205, FSN-4, FP-10\*

**OPENING DATE:** May 28, 2014

**CLOSING DATE:** June 10, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident: FSN-4 (basic salary RUB 415,493+meal allowance RUB 29,952 + bonus 1/12 of the basic salary - starting salary per year before tax)

\*AEFM/MOH/NOR: FP-10\* (position grade to be confirmed by Washington)

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

**All applications and résumés must be in English. Application received in any other language will not be considered.**

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

### **BASIC FUNCTION OF POSITION**

Senior guards ensure Consulate Security by supervising operations at the Pedestrian Access Control (PAC) of the Consulate Office Building (COB). Senior Guards are responsible for all Local Guard Force personnel and equipment in this area and provide direct oversight on all access control procedures. Senior guards must work in shifts and must be able to perform in adverse conditions.

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](mailto: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 is required.
2. Two years security experience is required.
3. Level III (good working knowledge) English (will be tested) and Level IV (fluent) Russian is required.
4. The incumbent must command a level of knowledge in all subject areas in order to be able to train other guards in security procedure and in the use of security screening equipment.
5. Proficient writing skills and detailed reporting ability.

## **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); **and/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](mailto: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: June 10, 2014**

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 Eric Parker (Management Officer)



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