

# VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date	Subject:	
<b>November 19, 2015</b>	<b>Vacancy Announcement – Local Security Guard</b>	

**OPEN TO:** All interested candidates

**POSITION:** Local Security Guard

**OPENING DATE:** November 19, 2015

**CLOSING DATE:** December 10, 2015

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

**SALARY:** \*Ordinarily Resident (OR): SEK 274,941 p.a. (Starting salary)  
(Position Grade: FSN-4)

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

The Security section in the U.S. Embassy in Stockholm is expanding and is seeking an individual for the position of Local Security Guard.

## BASIC FUNCTION OF POSITION

Prevent entry of unauthorized persons into the Embassy compound. Screen visitors to the Embassy by searching the person and their belongings. Inspect vehicles desiring to enter the Embassy compound. Provide escorts of visitors and temporary construction workers, as required. Inform the Local Guard Supervisor and MSG Post of potential security threats or problems, and assist in resolving these problems, as directed. Protect U.S. Government property from fire, damage, or theft. Display professional appearance and conduct at all times in the performance of duties.

## QUALIFICATIONS REQUIRED

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

### Education:

Completion of secondary school.

### Prior work experience:

Minimum of six months experience within the Security/Military/Law Enforcement sector.

### Language proficiency:

Level 1 (Rudimentary Knowledge) Speaking/Reading/Writing Swedish is required.

Level 3 (Working Knowledge) Speaking/Reading/Writing English is required.

Skills and abilities:

Must be professional, tactful and service minded. Courteous and firm in all contacts. Must be flexible in scheduling of shifts/hours. Display professional appearance and conduct at all times. Must have local driver's license. Swedish B\*\*\* drivers license or EU equivalent.

**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.

**SUBMIT APPLICATION TO**

Human Resources Office  
E-mail: [hrstockholm@state.gov](mailto:hrstockholm@state.gov)

**POINT OF CONTACT**

Human Resources Office  
Telephone: 08 783 55 44

**CLOSING DATE FOR THIS POSITION: December 10, 2015**

The U.S. Mission in Stockholm 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.