

VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date September 21, 2015	Subject: Vacancy Announcement – Local Security Guard	
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POSITION: Local Security Guard

OPENING DATE: September 21, 2015

CLOSING DATE: October 12, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: SEK 274,941 p.a. (Starting salary)
(Position Grade: FSN-4).

STARTING DATE: As soon as possible

LENGTH OF HIRE: Permanent position with 6 months probation period

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

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

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 2 (Limited 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.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application and a current resume or curriculum vitae **in English**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. 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

Human Resources Office
E-mail: hrstockholm@state.gov

POINT OF CONTACT

Human Resources Office
Telephone: 08 783 55 44

CLOSING DATE FOR THIS POSITION: October 12, 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.