

VACANCY ANNOUNCEMENT

US Embassy Banjul
Department of State
Washington DC 20521-2070



VACANCY ANNOUNCEMENT: SECURITY CLERK

Announcement Number: B JL-13-013

Position: Security Clerk

Open To: All Interested Applicants

Opening Date: September 17, 2013

Closing Date: October 1, 2013

Work Hours: Full-time, 40 hours/weeks

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Security Clerk.

BASIC FUNCTION OF POSITION

Individual serves as the Security Clerk under the supervision of the Foreign Service National Investigator (FSNI) and the Regional Security Officer. Serves as the principal and expert employee on Local Guard matters to the Regional Security Officer (RSO) with responsibility for oversight and administrative management of the mission Local Guard Force (LGF) and residential security program. The Security Clerk assists the RSO in managing the Residential Security program in all its facets.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

Education: Completion of high school and graduate of police academy or similar military training is required.

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Experience: At least four years of progressively responsible experience in commercial security guard business, civilian or police, or military is required. At least two years work experience must be at senior supervisory or command level.

Language: Level III (good working knowledge) writing and spoken English ability is required. Fluency in speaking two local languages is required (Wollof & Mandika).

Knowledge: A good working knowledge of administrative office policies and procedures or agencies and organizations normally contacted by the investigative staff is required.

Abilities/Skills: Must possess a valid driver's license with clean driving record. Ability to manage the work of others in a team environment is required. Must be an excellent team player with ability to show initiative and work under minimal supervision. Must be able to develop and maintain useful contacts with key organizations. Must possess excellent communication skills, tact and diplomacy in dealing with the public at all times. Must have strong report writing skills. Program management skills and organizational ability is required. Good knowledge of computer programs, e.g. Microsoft Word, Excel, Access, PowerPoint, Microsoft Outlook, Internet, etc., required.

TO APPLY:

Interested candidates for this position should submit the following:

--Application for Employment (DS 174) - available at the Embassy or online:

http://banjul.usembassy.gov/job_opportunities.html

--A current resume

--Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Embassy of The United States of America
Kairaba Avenue
Serrekunda
Email: HROBanjul@state.gov

no later than **October 1, 2013**

Only short-listed candidates will be contacted for interview.