JOB VACANCY ANNOUNCEMENT
AMERICAN EMBASSY – LOME

No.: 11HR-20 October 20, 2011

PLEASE NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT 11HR-18 NEED NOT REAPPLY AS THEIR APPLICATION WILL BE CONSIDERED.

TO: All employees, all Agencies

OPEN TO:	**All interested Candidates**
POSITION:	**Local Guards Coordinator, FSN-8 (FP-06, AEFM only)**
OPENING DATE:	**October 20, 2011**
CLOSING DATE:	**November 03, 2011**
WORK HOURS:	**Full-time; 40 hours/week**

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

The U.S. Embassy in Lome is seeking individual for the position of **Local Guards Coordinator,** in the Regional Security Office (RSO) Section.

To apply, please go to: http://Togo.usembassy.gov/vacancies.html

BASIC FUNCTION OF POSITION

This subordinate Locally Engaged Staff (LES) member is responsible for the first -line management and supervision of the local guard personnel resources. As directed by the Regional Security Officer (RSO), ARSO or RSO's designee, the LGC is responsible for development of the Local Guard (LG) components of the facility defense and reaction plans for all RSO supported USG facilities; for daily management and oversight of the guard personnel and resources; for assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting the Regional Security Officer, Assistant Regional Security Officer or RSO's designee with guard contract administration, contractor monitoring and performance oversight; and for providing and/or monitoring the local guard training program.

The major duties and responsibilities are pasted just after the signature (page 4).

QUALIFICATIONS REQUIRED

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

Education: Bachelor's degree in any field of study.

2. **Work experience:** At least three years of progressively responsible experience in the commercial security guard business, civilian or government police or military is required.

3. **Language:** Level III English (good working knowledge) and level IV French (fluent) both written and spoken ability is required.. *English language will be tested.*

4. Job Knowledge

A strong knowledge in physical security protection, standard security practices and procedures, developing and deploying of community style policing (mobile patrol) models, creation of defensive security plans, and good working knowledge of standard security equipment and digital cameras is required.

5. Skills and abilities

Possesses strong presentation and public speaking skills to conduct training, conferences and negotiate with contractors, host government officials and others as required within the scope of the LG Program. Must be able to use Microsoft Word, Outlook, Excel, and Power Point. Must possess driver's license B.

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.

TO APPLY

Before applying, please make sure you carefully read the application instructions on the website.

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

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **and**

2. A current resume or curriculum vitae.

3. 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.

4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO All application documents **MUST** be scanned (PDF file) and submit to: HROLome@state.gov

CLOSING DATE FOR THIS POSITION: November 03, 2011

The U.S. Mission in Lome 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.

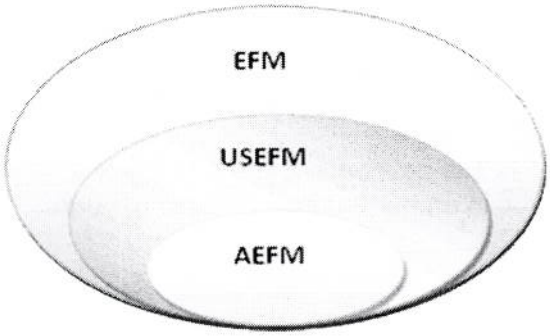
Daniel Slaven
Management Officer

Duties and Responsibilities

Provides comprehensive management advice to the RSO or ARSO/COR on the operational, contractual, and financial aspects of the local guard program under their area of responsibility. Assists the RSO or ARSO/COR in the formulation of annual local guard (LG) program budget, provides justification statements, and drafts official cables for RSO approval.- Collaborates with the Foreign National Service Investigator (FSNI) or Assistant FSN-I and Surveillance Detection Coordinator (SDC) to develop and maintain mid-level contacts with host nation security forces and the guard contract management, and provides supervision of the SD staff in the absence of the SDC as required. Assists with monitoring the LG portion of budget execution and recommends any changes or modifications to budget plans. Makes recommendations affecting the content and character of the Local Guard Personnel (LGP) by reviewing employment packages to ensure all the requirements for LGP qualifications have been met. Ensures that background checks are properly conducted of prospective LGP candidates.

Provides daily oversight of approximately 135 LGP's performance and provides supervision for guard's at all official facilities, residential properties and mobile patrols, documenting deficiencies and recommending corrective courses of action; creates work schedules as necessary; reviews timesheets for the LG assigned to official facilities and residences for errors; and conduct periodic audits of invoices received by the Embassy for guard services. Incumbent verifies, supports, facilitates and conducts training of LGP including orientation to Embassy and description of U.S. Embassy assets to be protected, role of LG in cases of fire, explosions, bomb search, and building evacuation, chemical and/or biological awareness and countermeasures briefings, ensure required maintenance of explosive detection equipment, familiar in the operation of all explosive detection equipment and, X-ray inspection equipment. Other duties as assigned.

Appendix A
DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

A. Position Title
B. Position Grade
C. Vacancy Announcement Number (if known)
D. Dates Available for Work
E. First, Middle, & Last Names as well as any other names used
F. Current Address, Day, Evening, and Cell phone numbers
G. U.S. Citizenship Status *(Yes or No)* & status of permanent U.S. Resident (Yes or No; if yes, provide number)
H. U.S. Social Security Number and/or Identification Number
I. Eligibility to work in the country *(Yes or No)*
J. Special Accommodations the Mission needs to provide *(Yes or No; if yes, provide explanation)*
K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
L. Days available to work
M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
N. U.S. Eligible Family Member and Veterans Hiring Preference
O. Education
P. License, Skills, Training, Membership, & Recognition
Q. Language Skills
R. Work Experience
S. References