

JOB VACANCY ANNOUNCEMENT

AMERICAN EMBASSY – LOME

No.: 14HR-08

July 07, 2014

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All agencies
POSITION: Security Escort, FP-BB
OPENING DATE: July 08, 2014
CLOSING DATE: July 22, 2014
WORK HOURS: When Actually Employed (WAE)

NOTE: ONLY US CITIZEN APPOINTABLE ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Togo is seeking an Eligible Family Member (EFM) for employment in country for the position of Security Escort in the Management Section.

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

BASIC FUNCTION OF POSITION

Under the supervision of the Management Officer, has the responsibility for escorting un-cleared workers in the Chancery and other controlled areas. Routinely liaises with the Facilities Manager (FM), the General Services Officer (GSO), and the Regional Security Officer (RSO) to receive guidance on specific issues and activities.

The major duties and responsibilities are pasted at the end of the announcement.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of secondary school is required.
- 2. Language:** Level III (good working knowledge) speaking of English is required.
- 3. Knowledge:** General knowledge of maintenance and repair operations.
- 4. Skills and abilities:** General organizational skills required. Ability to understand security requirements and work processes associated with maintenance and repair operations

ADDITIONAL SELECTION CRITERIA

Candidates must be able to obtain and hold a Secret level security clearance to be eligible for consideration.

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 EFM's 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

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); **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: All application documents must be scanned (PDF file) and submit to HROLome@state.gov

CLOSING DATE FOR THIS POSITION: JULY 22, 2014

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.



Audu M. Besmer
Management Officer

MAJOR DUTIES AND RESPONSIBILITIES

Provides escort and surveillance of contractors, contract employees, and others who would not otherwise be allowed to work alone in certain areas of US Embassy Lome. These areas include the Controlled Access Areas (CAA) and other areas as directed.

Reports any activity that appears suspicious or out of place to the MO and the RSO.

Performs other duties as assigned.