

**VACANCY ANNOUNCEMENT NUMBER: 27/16**

**OPEN TO:** All interested Candidates.

**POSITION:** Program Coordinator - RSO

**OPENING DATE:** Wednesday, July 27, 2016

**CLOSING DATE:** Wednesday, August 10, 2016

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

**SALARY:** *Ordinarily Resident (OR):* FSN-8 TD 32,241 gross annual salary  
(Position is graded at the full performance level of Grade: FSN-8)  
*Not-Ordinarily Resident (NOR):* FP-6\* US\$ 46,093 p.a. (Starting Salary)  
**\*Final grade/step for NORs will be determined by Washington.**

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Tunis is seeking eligible and qualified applicants for the position of Program Coordinator in the RSO.

**BASIC FUNCTION OF POSITION:**

Serve as a Program Coordinator (PC) under the Assistant Regional Security Officer (A/RSO) to coordinate the management of the contract Local Guard Program (LGF). The LGF Program provides 24 hour protective services for the Embassy, offsite facilities, and mission residences. The PC is responsible for managing communication channels to coordinate activities, resources, equipment, and information between all internal and external stakeholders involved with providing security on and around these facilities – and serve as a technical monitor for the A/RSO to evaluate contract compliance by the contractor.

Inspect posts regularly to determine if each post is properly staffed as specified by the contract and if guards have the designated English requirement for the post. Inspections will also determine if guards are receiving scheduled breaks and that relief guards are

available to ensure appropriate staffing levels are maintained at each post. Ensure guards are wearing proper uniform, have assigned equipment and that post log books are complete and up to date. Randomly question guards to determine if they are receiving new information that has been provided to the contractor for dissemination, that the guards are being trained to standard, and that they understand what steps they will take in an emergency. Document failures to meet contract requirements and provide written reports to the RSO office for further action. Assist the Assistant Regional Security Officer (A/RSO) with developing the written policies, guard orders, and developing written procedures for the guard force supervisors and uniformed guards. These documents will need to be created and approved prior to implementation and will involve the A/RSO and a variety of offices at post and in Washington. Liaise with contractor to ensure that employee HR files are complete and up to date within contract guidelines. Maintain RSO contractor employee files and ensure they are complete and up to date within DS/OPO/FPD guidelines. Monitor contractor to ensure weekly guard schedules, CAMS reports, incident reports, and any other records required by the contract are complete and up to date. Maintain oversight for logistics to ensure accountability, serviceability, turn-in, and disposal of all government issued equipment including Guard Electronic Monitoring System (GEMS), government issued phone/radio and computer systems, metal detectors, X-ray machines, explosive detection machines, and personal protective equipment. Incumbent is responsible for coordinating with offices sponsoring VIP visits, Embassy security personnel, and host country security forces to ensure VIP arrivals and departures are smoothly processed through the various security checkpoints in accordance with the access policy guidelines. Liaise with contractor to ensure guard candidates are tested in accordance with contract guidelines and that test results and language levels are recorded and made available to the RSO office. Be familiar with RSO Security Directives and Notices including the Access Control Policy, and post operational plans including emergency and response plans, the DS Training Center's LGF Standardized Training Program, and be familiar with the Diplomatic Security's program guidance (12 FAH 7 & 12 FAH 8). Also responsible for supervising one Deputy Guard Force Program Coordinator position, and is required to perform other duties as assigned.

## **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

- 1. EDUCATION:** Completion of secondary school plus two years of college or university studies is required.
- 2. EXPERIENCE:** Five years of police, similar military or security, or local guard force management experience with a minimum of (5) year of guard work experience being at supervisory or command levels are required.
- 3. LANGUAGE:** Level IV (fluent) speaking, writing and reading in English, Arabic are required. Level III (Good Working Knowledge) French is required. (This will be tested).
- 4. SKILLS AND ABILITIES:** Possesses demonstrated leadership abilities. Can communicate effectively verbally and in writing. Able to use computers and office management tools. Must have a valid driver's license.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be found on our website at <http://tunisia.usembassy.gov/> or by contacting the Human Resources Office 71 107- 478/ 71 107-320.

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

### **HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran**
- (2) USEFM or a preference-eligible U.S. Veteran**
- (3) FS on LWOP**

### **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current Ordinary Resident (OR) employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of “Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current Not-Ordinary Resident (NOR) employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY: Applicants must submit the following documents to be considered:**

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).**

**WHERE TO APPLY:**

**Mailing Address:** Human Resources Office American Embassy Tunis  
Les Berges du Lac  
1053 Tunis, Tunisia.

**FAX Number:** **71.107.080**

**E-mail Address:** [TunisApplicants@state.gov](mailto:TunisApplicants@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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.

## **Appendix A - DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under Chief of Mission authority

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; **and**
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**

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

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws