Embassy of the United States of America

Guatemala City, Guatemala

January 7, 2008

VACANCY ANNOUNCEMENT
08-001

OPEN TO: All interested Candidates

POSITION: Surveillance Detection Coordinator, FSN-6; FP-8*

OPENING DATE: January 7, 2008
CLOSING DATE: January 22, 2008

WORK HOURS: Full time; 40 hours/week

SALARY: *****Not-Ordinarily Resident
Position Grade: FP-8 to be confirmed by Washington

*Ordinarily Resident:
Position Grade FSN-6

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Guatemala is seeking an individual for the position of **Surveillance Detection Coordinator** at the Regional Security Office.

BASIC FUNCTION OF THE POSITION:
Supervises and coordinates all aspects of the Surveillance Detection Program at post as directed by the Regional Security Officer (RSO). Assists the RSO in incorporating comprehensive surveillance detection and awareness as essential functions of the integrated security plan. Coordinates the participation, harmonization and training of post resources and the Surveillance Detection (SD) team. Directs the operational planning, deployment, management and support of the SD team.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. **Call 2326-4319 or 2326-4335**.

QUALIFICATIONS REQUIRED:

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

1. Completion of secondary school is required (diversificado).

2. Two years of Police, Military, or Security experience in Guatemala dealing with concepts such as site security, route analysis and observation and detection is required.

3. At least two years prior supervisory experience is required

4. Level II (limited knowledge) speaking/writing English is required. Level IV (fluent) speaking/writing Spanish is required. Candidates will take proficiency tests. English native speakers will take Spanish test (IGA). Spanish native speakers will take English test (TELP).

5. Applicant must have demonstrated ability to manage and coordinate the work of others in a team setting and a hierarchical organizational environment.

6. Must possess a valid host nation driver's license.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

4. 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.

5. The candidate must be able to obtain and hold a **local security clearance**.

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

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612,
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. 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
Attention: Ruth Vallejo
American Embassy, Guatemala

DEFINITIONS:

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:

    - U.S. Citizen
    - Spouse or child who is at least age 18
    - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority.
    - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
    - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority who do not meet the definition of AEFM above.

3. **Member of Household (MOH):** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring

employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. NORs have a diplomatic visa and thus do not need a work permit.

CLOSING DATE FOR THIS POSITION: JANUARY 22, 2008

The US Mission in Guatemala 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.