**ANNOUNCEMENT NUMBER: 11-04**

**OPEN TO:** All Candidates

**POSITION:** *Guard, FSN-3; FP-BB**

**OPENING DATE:** February 27, 2012

**CLOSING DATE:** March 13, 2012

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

**SALARY:** **Ordinarily Resident (OR): FSN-3 (RUB 386,483+bonus RUB 29,952 p.a.-starting salary)*

**AEFM/MOH/NOR: FP-BB* (position grade to be confirmed by Washington)*

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

The U.S. Consulate General in Yekaterinburg is seeking an individual for the position of Local Guard in the Management section.

**BASIC FUNCTION OF POSITION**

The incumbent performs unarmed guard services to safeguard U.S. government property and a personnel on a rotating shift schedule. Performs visitor screening and access control at established posts, utilizing itemizer, metal detector and X-ray machine. Monitors security cameras and remotely opens doors for authorized personnel. Notifies Guard Supervisor, FSNI and local militia of suspicious vehicles, individuals or activities. Drives a consulate vehicle in performance of official duties. Serves as "duty guard" providing emergency support to official Americans. Writes incident reports as required

(A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Contact Svetlana Novitskaya, 379-3001 ext.110)

**QUALIFICATIONS REQUIRED**

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

1. Completion of secondary school is required.

2. Level II (basic knowledge) English and level III (good working level) Russian are required. (Will be tested.)
3. One year of military and/or security experience is required.
4. Basic knowledge of security screening techniques, self-defense and physical security is required. Basic knowledge of emergency first aid techniques is required.
5. Good interpersonal skills to interact professionally with expatriate personnel and the Russian public are required. Ability to perform shift work is required. Ability to remain alert and react to uncertain situations is required.
6. Valid Russian Driver's License is required.

**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.

6. The candidate must be able to obtain and hold a security clearance.

**TO APPLY**

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (OF-612); **or**

2. A current resume or curriculum vitae that provides the <u>same information</u> 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**

**Human Resources Office**
**Fax: 7-343-379-4515; Email: yekaterinburghr@state.gov**
***The preferred way of receiving resumes is via email.***

**POINT OF CONTACT**

**Svetlana Novitskaya, Phone: 379 3001 (ext. 110)**

**CLOSING DATE FOR THIS POSITION: March 13, 2012**

The U.S. Mission in Russian 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.

**Vacancy Announcement approved by Mercedes Villalona (Management Officer)**

2/24/12

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