

UNITED STATES MISSION VACANCY ANNOUNCEMENT 2010-15

| | | |
|-----------------------|---|---|
| OPEN TO: | Internal Candidates | |
| POSITION: | Senior Guard, FSN-4 | |
| OFFICE: | Regional Security Office | |
| OPENING DATE: | September 27, 2010 | |
| CLOSING DATE: | October 11, 2010 | |
| WORK HOURS: | 40 hours per week | |
| STARTING DATE: | As soon as possible | |
| SALARY: | *NOR: Position Grade: FP-AA US\$ 24,518 p.a. (starting salary) | *OR: Position Grade: FSN-4 SFr. 68,809p.a. (starting salary) |

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent is expected to perform regular security guard duties and serve a dual role as site supervisor for the guards posted at the assigned location. Senior guard's duties include: e-service system operation, vehicle and pedestrian control, package inspection and site supervision.

The incumbent shall assist the guard shift supervisor and shall assume the duties of the guard shift supervisor during absence.

QUALIFICATIONS:

- **Education:** Completion of secondary school is required.
- **Experience:** One year of previous experience as a Mission Security Force guard is required.
- **Language:** Level III (good working knowledge) speaking/reading/writing English and French required.
- **Skills:** Swiss driver's license for category B or other equivalent license that is valid in Switzerland. Ability to communicate effectively in English and French by telephone and in writing is required.
Good physical condition is also required.

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

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 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 US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 30 calendar days of their employment.
5. Currently Mission staff are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY:

Interested candidates for this position **MUST** submit the following

1. The Mission's Application for Employment Form;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office, U.S. Mission, 11, route de Pregny, 1292 Chambesey, Geneva
Or via Email to: GenevaHR@state.gov

CLOSING DATE FOR THIS POSITION: October 11, 2010

POINT OF CONTACT:

HR Office: Laurence Furstenberger E-Mail: GenevaHR@state.gov Telephone: (022 749 4427)

DEFINITIONS

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

- *US 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.*

2. *EFM: An individual related to a US Government employee in one of the following ways:*

- *Spouse;*

- *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.*

3. 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 US Citizen.

4. 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 US Social Security Number (SSN).*

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

5. Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The US Mission in Geneva, Switzerland 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.

Clearances:
 RSO:RHanni
 FMO:SRamirez
 HRO:EFlanagan