

R/S

**U.S. EMBASSY KUWAIT
VACANCY ANNOUNCEMENT NO. 001-07**

OPEN TO: ALL INTERESTED CANDIDATES – ALL AGENCIES

POSITION: GUARD
FSN-710-03*; FP-BB** (FULL PERFORMANCE LEVEL)

OR

GUARD
FSN-710-02*; FP-CC** (TRANING/DEVELOPMENTAL LEVEL)

OPENING DATE: January 27, 2007

CLOSING DATE: February 14, 2007

WORKING HOURS: FULL-TIME; 48 hours per week

SALARY: Full performance level:

Not-Ordinarily Resident (NOR):

US\$ 20,401 p.a. (Starting Salary) ; Position Grade: FP-BB

(** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 5,475 p.a. (Starting Salary)

Position Grade: FSN-3

* Actual grade and salary will be based on the qualifications of the applicant.

Training/Developmental level:

Not-Ordinarily Resident (NOR):

US\$ 18,698 p.a. (Starting Salary) ; Position Grade: FP-CC

(** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 4,985 p.a. (Starting Salary)

Position Grade: FSN-2

* Actual grade and salary will be based on the qualifications of the applicant.

(Potential for promotion in 12 months)

THIS POSITION IS BEING ADVERTISED TO FILL FUTURE VACANCIES. THOSE WHO HAVE APPLIED EARLIER NEED NOT RESUBMIT APPLICATION PACKAGES.

Note: All ordinarily resident applicants must have the required work and/or residence permit to be eligible for consideration.

The U.S. Embassy in Kuwait is seeking several individuals for the position of a Guard in the Local Guard Force.

BASIC FUNCTION OF THE POSITION

The incumbents of this position will conduct routine guard duty to protect U.S. Embassy personnel and property.

Duties include:

- Conduct compound access control for employees and visitors. Screens male and female visitors to the compound.
- Conduct vehicle and personnel searches.
- Operate security equipment including metal detectors, explosive detection machines and barriers.
- React to emergency situations and security incidents.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

1. Completion of elementary schooling in general studies.
2. One year of work experience in security, military or police field.
3. Level III (good working knowledge) of English.
Level I (rudimentary knowledge) of Arabic.
4. Must be in good physical condition; ability to maintain physical fitness and pass the bi-annual fitness test.
5. Must be courteous when dealing with personnel, host nation visitors and guests.
6. Possession of a valid Kuwaiti driver's license. (Required to reach the full performance level of the position.)

Women who meet the above qualifications are encouraged to apply.

SELECTION PROCESS:

When equally qualified, U.S. 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 PROCESS:

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 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 applicants for this position should submit the following or the application **will not** be considered:

- Optional Application for Federal Employment (OF-612) or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g. copies of Kuwaiti driver's license, residence permit, educational qualifications, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Kuwait

DEFINITIONS:

1. Appointment Eligible Family Members (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service (CS) or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.

2. Eligible Family Member (EFM): Family members who are at least age 18 and are listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): 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 COM 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 permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, CS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under COM authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: COB FEBRUARY 14, 2007

An Equal Opportunity Employer

Women are encouraged to apply for this position.

The U.S. Mission in Kuwait 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.

Human Resources Officer – Teena M. Ege 
A/Regional Security Officer – Rashel Assouri

Approved on: 01/27/07