

## ANNOUNCEMENT NUMBER: 10-44

**OPEN TO:** All Interested Candidates  
**POSITION:** Guard, FSN-2; FP-CC  
**OPENING DATE:** December 28, 2010  
**CLOSING DATE:** Close of Business January 11, 2011  
**WORK HOURS:** Full-time; 48 hours/week  
**GRADE LEVEL:** \*Not-Ordinarily Resident: Position Grade: FP-CC to be confirmed by Washington  
\*Ordinarily Resident: Position Grade: FSN-2

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY **MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Damascus is seeking individuals for the position of Guard in the Security Office.

### **BASIC FUNCTION OF POSITION**

The primary mission of a Guard is to provide protection for U.S. personnel, U.S. Government employees and to protect U.S. facilities and equipment from damage or loss due to violent attack and theft 24 hours a day.

### **QUALIFICATIONS REQUIRED**

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

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**Education:** Completion of Preparatory school is required.

**Experience:** At least one year of general work experience is required.

**Language:** Level IV Arabic (Fluent):

At this level an employee is required to possess a high degree of proficiency in both written and spoken Arabic.

Level II English (Limited knowledge):

At this level an employee needs only a limited knowledge of written and spoken English, and a vocabulary limited to the specific occupation. The employee would be expected to understand and carry out verbal instructions of a repetitive character, and be able to prepare simple reports.

- Abilities:** Employees must:
- Be able to follow the instructions of supervisors;
  - Be reliable in attendance and performance;
  - Be able to write incident reports effectively and maintain post log books;
  - Be physically capable of performing assigned duties;
  - Maintain weight in proportion to height; and
  - Be able to conduct complete searches of male and female subjects without violating local social or moral conventions.

## **SELECTION PROCESS**

**When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the above required qualifications in the application. After initial screening the best-qualified candidates will be interviewed by the Post Employment Committee.**

## **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 Eligible Family Members (EFMs) who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed NORs hired under a Personal Service 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:**

1. Application for Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as the DS-174; the Vacancy Number **MUST** be included in the application.
2. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION, OTHERWISE APPLICATION WILL NOT BE CONSIDERED:**

- Applications and a copy of the Syrian ID card or legal residency & work permit.
- A copy of school/university certificate.
- Proof of previous work experience(s) required.

**Only applications received in the Human Resources Office before the closing date will be eligible for consideration.**

**Applications which are inadequate or incomplete (missing required documents) will not be considered.**

Once submitted, documents become the property of the Embassy and will not be returned.

**SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Damascus  
2, Al-Mansour Street  
P.O. Box 29  
Damascus – Syria  
Fax No. (963-11) 3391-3311

**DEFINITIONS**

1. **Appointment eligible family member (AEFM):** An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA) or a temporary appointment (TEMP) provided that **all** of the following criteria are met:
  - (1) Is a U.S. citizen; **and**
  - (2) Is the spouse or domestic partner of the sponsoring employee, or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
  - (3) Is listed on the travel orders, 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 at a U.S. mission, and who is under chief of mission authority; **and**
  - (4) Is residing at the sponsoring employee's post of assignment abroad; **and**
  - (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
2. **Eligible Family Member (EFM):** Family members at least 18 years of age listed on the travel orders of a Foreign Service 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):** An MOH is a person who: (1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign Service or Civil Service employee or uniform service member permanently assigned to or stationed abroad at a U.S. mission; **and** (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):** An individual who is either a citizen of the host country, or a citizen of another country (including the U.S.) who has legal permanent resident status in the host country and has the required work and/or residency permits for employment in the host country.
5. **Not-Ordinarily Resident (NOR):** An individual who is a non-host country citizen who is not ordinarily resident in country and may legally work at a U.S. diplomatic or consular post. Typically NORs are U.S. Citizen EFMs of Foreign Service, Civil Service, or uniformed service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**The US Mission in Damascus 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.**