

## ANNOUNCEMENT NUMBER: 10-42

**OPEN TO:** All Interested Candidates  
**POSITION:** Mobile Patrol Guard, FSN-03; FP-9  
**OPENING DATE:** December 16, 2010  
**CLOSING DATE:** Close of business January 3, 2011  
**WORK HOURS:** Full-time; 48 hours/week  
**GRADE LEVEL:** \*Not-Ordinarily Resident: Position Grade: FP-9 to be confirmed by Washington  
\*Ordinarily Resident: Position Grade: FSN-03

**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 looking to fill two Mobile Patrol Guard vacancies in the Regional Security Office.

### **BASIC FUNCTION OF POSITION:**

The Mobile Patrol Guard is responsible for operating as part of an independent two-person team in an Embassy-provided vehicle, patrolling U.S. personnel housing areas and preventing and countering terrorist/criminal actions. The Mobile Patrol Guard also provides an immediate response to Embassy facilities and American personnel during vehicular accidents and emergency situations.

## QUALIFICATIONS REQUIRED

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

**EDUCATION:** Completion of secondary school is required.

**EXPERIENCE:** Two years of work experience as a security guard.

**LANGUAGE:** Level IV Arabic (Fluent):  
At this level an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance is attached to proper word meaning.

Level III (Good Working Knowledge) English:

At this level an employee is required to have a good working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members and the general public, including both English and non-English speaking persons.

**ABILITIES:** Capable of detecting hostile surveillance and attack indicators while patrolling; able to operate independently without supervision during long periods of time and capable of dealing with emergency situations and interacting with host nation police and security forces when reacting.

**SKILLS:** The applicant must possess a valid Syrian driver's license, be able to drive safely in Damascus, and be familiar with the city, including major roads and buildings.

<b>SELECTION PROCESS</b>
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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 U.S. 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 Non-Ordinary Residents (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. An application for Federal Employment (DS-174) or a current resume/curriculum vitae that provides the same information as an DS-174; the Vacancy Number **MUST** be included on 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:**

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

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

**Applications which are inadequate or incomplete, will not be considered.**

**Application and C.V. will become the property of the Embassy and will not be returned.**

**SUBMIT THE APPLICATION TO:**

Human Resources Office  
American Embassy Damascus  
2, Al-Mansour Street  
P.O. Box 29  
Damascus – Syria  
Fax No. (963-11) 3391-4144

## 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 U.S. 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.**