



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-08-006**

**OPEN TO:** All interested and qualified candidates  
 Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Security Guard/for American Consulate Juba  
**OPENING DATE:** Wednesday, November 7, 2007  
**CLOSING DATE:** Open until positions are filled  
**WORK HOURS:** Full-time; 48 hours/week  
**GRADE:** FSN-3

**In-house candidates must apply through their supervisors.**

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking for a qualified individual for the multiple security Guard positions in the Local Guard program of the Regional Security Office at the U.S. Consulate, located in Juba.

Male as well as female applicants are welcome to submit their applications.

**BASIC FUNCTION:**

The incumbent performs uniformed guard service to safeguard U.S. Government property and personnel, through access control, perimeter security, surveillance detection, at U.S. Diplomatic facilities. Armed with baton. Incumbent is directly supervised by the Senior Guards and Guard supervisors (Shift Commanders). Technical supervision is received from the RSO or ARSO and Security Investigators.

**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.

--**Prior Work Experience:** One to two years of military or police experience is required. With at least six months experience in productive and safeguarding services.

--**Language Proficiency:** (This will be tested)

	Speaking	Reading	Writing
English:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge
Arabic:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge

--**Skills:** Must have an ability to follow instructions, and be reliable in attendance and performance. Must have knowledge of protective/ security equipment.

**SELECTION PROCESS:**

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

-- 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 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 US 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.

**TO APPLY: Interested individuals for this position should submit the following or the application will not be considered:**

1. Application form for Federal Employment (current mission employees must submit an in-house application) and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above. Forms are available at the U.S. Embassy northern entrance gate.

- OR -

A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards) that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

**POINT OF CONTACT:**

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6100.

E-mail: [KhartoumHROFSNDL@state.gov](mailto:KhartoumHROFSNDL@state.gov). (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

For those applying in Juba the applications may be collected from the U.S Consulate General Juba main gate between the hours of 0800 - 1700 Monday through Friday.

Candidates may drop off completed applications at the U.S Consulate General Juba main gate between the hours of 0800 - 1700 Monday through Friday. Candidates for the position will be asked to sign a logbook when delivering their application which will include the date of delivery, their name and their signature, and then place their application in a secure lock box. Applications found in the secure lock box that are not logged into the logbook or are not delivered within the hours specified will not be accepted.

**DEFINITIONS**

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

*The US Mission in Sudan is an Equal Opportunity Employer.  
Candidates will receive consideration without regard to race,  
color, religion, sex, national origin, disability, age, or sexual  
orientation.*

*The Department of State also strives to achieve equal employment  
opportunity in all personnel operations through continuing  
diversity enhancement programs.*