



U.S. Embassy Vilnius  
Human Resources Office

Employment Opportunity  
Announcement number: 25/2008

**Position:** Residential Security Coordinator, FSN-7/FP-7\*

**Open to:** All interested candidates

**Opening Date:** December 17, 2008

**Closing Date:** December 30, 2008

**Work Hours:** Full-time (40 hours/week)

**Salary:** \* **Not-Ordinarily Resident:** FP-7  
(Final position grade and salary to be confirmed by Washington based on applicant's qualifications and prior work experience)

\* **Ordinarily Resident:** FSN-7, annual rate – 39,093 LT before tax plus benefits

**Length of Hire:** This is a *temporary* appointment for approximately *12 months* with a possibility to be extended. Applicant hired for this temporary position should not expect to be hired into permanent embassy position when his/her limited-duration contract expires.

**NOTE:** All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

**Basic Function of Position:**

Incumbent is responsible for the management of the Mission's Residential Security program, alarm contract, and preparing physical security surveys. Incumbent provides administrative support in scheduling training programs and visitors. Incumbent provides administrative support to the RSO on a wide variety of tasks and projects. Must be able to work under pressure, manage concurrent projects within short time constraints, be flexible, and work well both in a team and as an individual.

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

**Qualifications required:**

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

- **Education:** University degree is required.

- **Language requirements:** Level 4 (fluent knowledge) speaking/reading/writing English is required. Level 4 (fluent knowledge) speaking/reading/writing Lithuanian is required.
- **Experience:** A combination of 3 to 5 years experience in security and administrative/clerical positions.
- **Knowledge:** General knowledge and understanding of highly technical aspects of the Regional Security Office, a considerable knowledge of its objectives and lines of communication, a good working knowledge of administrative office procedures, and procedures of local law enforcement agencies that deal with RSO Office. Business office skills such as computer database skills, HP Photo Smart, and Microsoft Excel; plus the ability to operate a digital camera. Effective writing skills and the ability to draft cogent and clear reports is absolutely necessary. Excellent operating knowledge of physical and residential security.
- **Skills and abilities:** Should be able to provide interpretation and translation from Lithuanian into English. Good computer skills, strong knowledge of Microsoft Office: Outlook, Word, Excel, Access, and Power Point. Must have the ability to communicate effectively with local contractors and detect sub-standard work. The ability to formulate clear and concise security reports for RSO. Ability to analyze use of funds sufficiently, to detect errors, and foresee unexpected costs. Clear and valid driving license.

**NOTE: Unless you meet all specified requirements you will not be considered.**

**Selection Process:**

*When equally qualified, US 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 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 EFM's 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 applicants for this position must submit the following or the application will not be considered:

1. Application for Federal Employment OF-612 and/or resume. Application forms may be obtained at the Embassy's guard entrance, which is located on Akmenu 6, Vilnius or downloaded at <http://vilnius.usembassy.gov/root/pdfs/of0612.pdf>
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.

**Submit application and/or resume to:**

Human Resources Office  
American Embassy  
Akmenu 6, Vilnius  
or [HROVilnius@state.gov](mailto:HROVilnius@state.gov)

Only applications received in the Human Resources Office before the closing date of this job notice will be considered and only short-listed candidates will be contacted.

### **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:
  - 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
  - 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.

**CLOSING DATE FOR THIS POSITION: December 30, 2008.**

The US Mission in (insert post) 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.