

UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Location: MONTREAL, CANADA

SECURITY SUPERVISOR

VACANCY NUMBER: 18-056R (Re-Advertisement)

Monday, October 1, 2018 This Vacancy is **Open**

OPEN TO: All Interested Candidates // All Sources

POSITION: Security Supervisor **Grade:** FSN-5, FP-9*

OPENING DATE: Monday, October 1, 2018

CLOSING DATE: Monday, October 15, 2018

WORK HOURS: Full time; 40 hours per week

SALARY: FSN-5/1, 44, 565 CAD p.a.

FP-9/1, 28, 945 USD p.a.

*Final grade/step a FP pay scale will be determined by

Washington

LENGTH OF HIRE:Indefinite subject to successful completion of

probationary period

NOTE: THIS POSITION REQUIRES LOCAL SECURITY

CERTIFICATION OR PUBLIC TRUST

The U.S. Consulate in MONTREAL is seeking individuals for employment in CANADA for the position of Security Supervisor in the Regional Security Office.

BASIC FUNCTION OF POSITION

Serves as an assistant to the Security Coordinator (SDC) and immediate supervisor of security specialists. Provides security for U.S. Government facilities, employees, and family members by performing procedures to detect, recognize, and report on surveillance directed against U.S. Government facilities and/or personnel and provides support directly, or by calling for assistance. In case of an imminent attack, calls for immediate assistance and takes action to prevent injury and death to personnel, and destruction of property.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education: Completion of secondary school.
- **2. Experience:** Minimum one year of military, police or private security experience is required including 6 months in a supervisory position.
- 3. Language: Level IV (Fluent) reading/writing/speaking English.
- **4. Knowledge:** The position requires detailed knowledge of the host city's geography and general culture.
- **5. Skills and Abilities:** Must have knowledge of Microsoft Word and basic computer skills. Must have strong observation skills. Must be able to adapt to changing circumstances without requesting guidance. Must maintain a reasonable level of physical fitness. This position includes some physical elements. Ability to work in all weather conditions, and to be on-call and able to work extended hours as dictated by level of reporting and meeting of deadlines. Valid driving license is required.
- **6. Interpersonal Skills:** Good interpersonal skills.

SELECTION PROCESS

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **
- * IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.
- ** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

ADDITIONAL SELECTION CRITERIA

We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply (https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf).

Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission Canada may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office. The pay plan is assigned at the time of the conditional offer letter by the HR Office.

TO APPLY

All candidates must be able to obtain and hold a required level of clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site or Mission Canada website at https://ca.usembassy.gov/embassy-consulates/jobs/ or by contacting Human Resources Office.

To apply for this position, applicants should submit the documents listed below.

Required Documents: Please provide the required documentation listed below with your application:

DS-174

Copy of Orders/Assignment Notification (or equivalent)

Residency and/or Work Permit

Passport copy

Degree (not transcript)

Degree with transcript

DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

SF-50 (if applicable)

List of references

SUBMIT APPLICATION TO: Scan and email to: MTLHRJOBAPPS@state.gov

DEFINITIONS

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

Thank you for your application and your interest in working at the U.S. Mission in Canada.

CLOSING DATE FOR THIS POSITION: MONDAY, OCTOBER 15, 2018

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

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