

# VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date	Subject:	No.:
February 11, 2019	Vacancy Announcement – Local Security Guard	2019-05

**Position Title:** Local Security Guard

**Opening Period:** February 11, 2019 – February 25, 2019

**Series/Grade:** FSN-4, FPAA

**Salary:** SEK 299,029 p.a.  
For USEFM \$ 25,514 p.a. Actual salary determined by Washington D.C.

**For More Info:** Human Resources Office  
E-mail Address: hrstockholm@state.gov

**Who May Apply:** All Interested Applicants / All Sources

**Security Clearance Required:** Local Security Certification

**Duration Appointment:** Permanent position with 6 month's probation period.

**Summary:** The U.S. Mission in Stockholm is seeking eligible and qualified applicants for the position of Local Security Guard.

The work schedule for this position is:  
Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:**

Prevent entry of unauthorized persons into the Embassy compound. Screen visitors to the Embassy by searching the person and their belongings. Inspect vehicles desiring to enter the Embassy compound. Provide escorts of visitors and temporary construction workers, as required. Inform the Local Guard Supervisor and MSG Post of potential security threats or problems, and assist in resolving these problems, as directed. Protect U.S. Government property from fire, damage, or theft.

**Qualifications and Evaluations**

**EDUCATION:**

At least secondary school degree is required.

**EXPERIENCE:**

Minimum of six months experience within the Security/Military/Law Enforcement sector.

**LANGUAGE:** Level 1 (Rudimentary Knowledge) Speaking/Reading/Writing Swedish is required.

Level 3 (Working Knowledge) Speaking/Reading/Writing English is required.  
This may be tested.

**SKILLS AND ABILITIES:**

Must be professional, tactful and service minded. Courteous and firm in all contacts. Must be flexible in scheduling of shifts/hours. Display professional appearance and conduct at all times.  
Must have Swedish B driver's license or EU equivalent. Driving skills may be tested.

**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.

**Benefits:** Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Stockholm 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.

**Other information:**

**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.

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>

**How to Apply:** Applicants must submit a Universal Application for Employment (DS-174) in English to hrstockholm@state.gov. The form is available on US Embassy Stockholm Internet Site.

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

**What to Expect Next:** 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.

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