

**UNITED STATES MISSION - BOGOTA**  
**VACANCY ANNOUNCEMENT**

**No. 105**

**Job Vacancy**

**October 18, 2004**

**OPEN TO:** All Interested Candidates

**POSITION:** LOCAL GUARD COORDINATOR

**OPENING DATE:** Monday, October 18, 2004

**CLOSING DATE:** Monday, November 3, 2004

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/MOH/OR - LCP/FSN-8  
EFM/NOR - FP Scale = FP-6

**If you are a U.S. Citizen Eligible Family Member and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.**

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must have the required work and/or residency permits to be eligible for consideration. **Applicant must attach a copy of work and/or residency permit.**

**"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".**

**TO APPLY**

If you meet all the requirements for this position, please submit the following items not later than the closing date.

US Citizens must submit an application for Federal Employment (SF-171, OF-612 <http://bogota.usembassy.gov>) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.

Colombian Citizens (FSN) must submit a Foreign National Employment application form.

**Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.**

**Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".**

## **SUBMIT APPLICATION TO**

American Embassy  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

Embassy employees must submit the employment application to the Human Resources Office receptionist. Outside applicants must submit the employment application to the Embassy receptionist. EFMs not yet residing at post may submit applications via fax (57-1) 383-2088 or e-mail. **Applications will not be returned. applicants should keep a copy for their files.**

## **PROFILE OF THE POSITION**

The U.S. Embassy in Bogota is seeking an individual for the position of Local Guard Coordinator in the Regional Security Office (RSO).

## **BASIC FUNCTION OF POSITION**

Principal assistant to the A/RSO with regards to responsibility for oversight and administrative management of the Local Guard Program (LGP). The incumbent reports directly to the ARSO in charge of the LGP.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **A. Security Functions**

As directed by ARSO, verifies required level of local guard coverage for Embassy.  
Make recommendations affecting the content and character of the guard and surveillance detection programs.

Maintain current listing of Local Guard Force/Surveillance Detection (LGF/SD) positions.

Maintain current listing of LGF/SD positions for constituent posts.

Maintain liaison with Government of Colombian National Police personnel.  
Assess the effectiveness of host government provided security services.  
Ensure that Embassy certifications are conducted on prospective guard personnel; and renewal certifications are conducted on guard personnel on a timely basis.  
Assist the Regional Security Office in evaluating the contractor's performance on a recurrent basis.  
Maintain inventory of Government Owned Equipment used by LGF/SD program.  
Monitor and/or assist in the training of LGF/SD contract personnel, including orientation to Embassy and description of bomb search and building evacuation, chemical and/or biological awareness and countermeasures briefings, operation of explosive detectors and X-ray inspection equipment.

#### B. Contract Administration Functions

Constantly review contract and LGF performance to ensure that contractor provides all goods and services stipulated in the contract.  
Maintain contact with contractor guard force managers including the project manager and guard force commander.  
Personally review all guard posts on a regular basis to include all non-Embassy locations.  
Monitor contract performance and make recommendations to Regional Security Office for making deductions from the invoice when performance is deficient.  
Review the accuracy and completeness of invoices. Ensure back-up documentation and time sheets support the hours billed on the invoice, by maintaining a computer database.  
Make recommendations to supervising ARSO as to the acceptability of invoice. Ensure deductions are applied when approved by ARSO.  
Monitor expenditures of resources relating to the contract.  
Inform the supervising ARSO of any problems or failures by the contractor.  
Resolve technical issues arising under the contract which fall within the scope of the incumbent's authority, and refer to the Regional Security Office any issues which cannot be resolved without additional cost or time.  
Recommend to the Regional Security Office any needed changes to the guard contract.  
Ensure the U.S. Government meets its contractual obligations to the contractor, e.g., providing government furnished equipment. Prepares Procurement Requests as necessary.  
Maintain Regional Security Office LGP correspondence file.  
Monitors funding and prepares budgets required to support the Embassy and off-site LGF/SD programs.

#### C. Guard Contract Solicitation Function

*Note: Guard Contract Solicitation Function is not an ongoing need. This occurs whenever the contract is up for solicitation, every several years. When the Embassy is in the solicitation process for the LGP, %s of times would be as such:*

*A. – 35%, B. – 40%, C. – 25%*

Define LGF/SD requirements. The requirements will be reflected in Exhibit A, Guard Posts and Schedule of Guard Coverage for the Embassy and other off-site locations.  
Develop and maintain General and Guard Post Orders for all guard posts listed on Exhibit A.

Develop and manage equipment necessary for the local guard and surveillance programs. Make recommendations to the supervising ARSO as to whether equipment should be provided by the contractor or by the Government. Obtain necessary Regional Security Office approvals and transmit requirements to contracting officer for preparation of solicitation. Understand local law as it pertains to guard contract including labor and security laws. Assist the Technical Evaluation Panel (TEP) in the evaluation of the technical proposals for negotiated procurement and providing recommendations to the chairperson of the TEP. Assist the Regional Security Office and Contracting Officer during discussions/negotiations.

## **REQUIRED QUALIFICATIONS**

**NOTE: Candidates who do not meet these required qualifications will not be considered.**

- a. Education: Two years of college required.
- b. Prior Work Experience: Three to five years of progressively responsible experience in the commercial security guard business, civilian or government police, or military are required. Two years of program management supervision experience is also required.
- c. Post Entry Training: RSO office (to include the senior RSO Locally Employed Staff) will give on the job training (OJT) to employee in reference to contract.
- d. Language Proficiency: Level IV (Fluency) Speaking/Reading English is required. Level IV (fluency) Speaking/Reading Spanish is required.
- e. Knowledge: Must be familiar with the local guard contract and the solicitation process and local labor laws.
- f. Skills and Abilities: Understand US Government contracting process including oversight of LGF/SD contract through formal and informal training and first hand experience. Understand DS/State Department budgeting process, develop LGF/SD budget explaining requirements to Financial Management Office (FMO), DS/PSP/FPD. Express oneself in written correspondence.

## **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. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

## **DEFINITIONS:**

1. **Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. child as referred to in 6 FAM 111.3-1 paragraph (1) who is at least age 18; listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority; resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services. Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.
2. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
3. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
6. **Foreign Service National (FSN):** A citizen of the host country.

**CLOSING DATE FOR THIS POSITION: NOVEMBER 3, 2004**  
**An Equal Opportunity Employer**

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