

AMERICAN CONSULATE GENERAL
HAMILTON BERMUDA

ANNOUNCEMENT NUMBER 08-04

- OPEN TO:** All Interested Candidates
- POSITION:** Guard – FSN 2; FP-*
- OPENING DATE:** April 11, 2008
- CLOSING DATE:** Open until filled
- WORK HOURS:** Part-time; 24 hours/week
- SALARY:** **EFM/MOH/NOR: US\$** p.a. (Starting salary)
(Position Grade: FP-BB to be confirmed by Washington)
- *Ordinarily Resident: BD\$19.59 per hour (Approximate Starting salary)
(Position Grade: FSN-2)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN BERMUDA AND HAVE PERMISSION TO SEEK EMPLOYMENT PERMIT TO BE ELIGIBLE FOR CONSIDERATION:

The U.S. Consulate General in Hamilton, Bermuda is seeking an individual for the position of **GUARD (Seasonal)** in the Security Section.

This is a part-time position, twenty-four hours per week. Sunday through Saturday, possibly including US and Bermuda holidays, for the seasonal period – May through October, 2008.

WHO MAY APPLY:

This FSN Personal Service Agreement position is open to all FSN employees and resident U.S. Citizens. FSNs will be hired under a Personal Service Agreement and U.S. Citizens will be hired under a Personal Services Agreement Plus. This position is advertised outside concurrently.

MAJOR DUTIES:

- Performs guard duties on a regular or rotating shift at either a stationary post or a walking patrol post in any one of several assignments located in the main or component buildings.
- Controls Access to the building or grounds insuring that only authorized personnel enter.
- Maintains a log of all entrants including license numbers of all vehicles.
- Maintaining order in waiting lines of applicants for visa or consular services and controlling access to waiting rooms for these services.
- Perform relief night guard duties at Consul General's Residence

MINIMUM REQUIRED QUALIFICATIONS

- Completion of secondary school
- One year experience in security, law enforcement or customer service position.
- English at Level 3 – speaking
- Must be able to pass a US Government security background check.

SELECTION PROCESS:

When equally qualified, Eligible Family Members 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. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested candidates for this position should submit the following:

1. Application for Federal Employment (DS-1950); or
2. A current resume or curriculum vitae that provides the same information as an DS-1950;
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 TO:

Human Resource Office
Attention: Mrs. Raynae Fleming
P.O. Box HM 325
Hamilton HM BX
E-mail address: HamiltonHR@state.gov
Fax: 441-296-9233

POINT OF CONTACT

Mrs. Raynae Fleming
Telephone: 441-295-1342 x234
Fax: 441-296-9233

DEFINITIONS:

1. 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.
2. 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.

3. 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.

4. 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.

CLOSING DATE FOR THIS POSITION: April 21, 2008
An Equal Opportunity Employer