



REGIONAL SECURITY TECHNICIAN

The U.S. Mission in Canberra is seeking eligible and qualified applicants for the position of Regional Security Technician within the Regional Security Office.

Salary: A\$67,635 p.a. + superannuation benefits

All applicants must address the qualifications required detailed below with specific and comprehensive information supporting each item.

Incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. High School diploma or host country equivalent (secondary school) is required.
2. Five years of hands-on field experience in major repairs and installation of electrical and heavy duty mechanical equipment, hydraulic systems, or pneumatic pumps, and with grinders and plasma cutters of which at least three years must be experience in closed circuit television, alarm systems, public address, or vehicle arrest systems is required.
3. English Level III (good working knowledge speaking, reading and writing) is required. This may be tested.
4. Must possess a valid full Australian Driver's License. Copy of License must be provided.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, via email to: usaembrhro@state.gov by Friday September 30, 2016

Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted.*

Duties and Responsibilities Statement

**POSITION TITLE: REGIONAL SECURITY
TECHNICIAN**

**POSITION GRADE LE-7
(STARTING SALARY A\$67,635)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Conducts inspection, installation, preventative and corrective maintenance of security and life-saving equipment and devices. Studies and makes recommendations to improve the effectiveness of the security systems at the U.S. Government office locations. Travels up to 50 percent of the time to all U.S. Government posts for which ESO Canberra is responsible to include Canberra, Perth, Melbourne, Sydney, Auckland, Wellington, Christchurch, Papeete, Port Moresby, Honiara, Apia, and Suva.

Major Duties and Responsibilities

Duties and responsibilities include but are not limited to inspect, install, maintain and make recommendations for improvement of the security and life-saving equipment at U.S. embassies and other USG facilities in the region; install, troubleshoot, maintain and upgrade public address systems, maintain and repair security doors; troubleshoot and repair traffic barricades and vehicle arrest systems; maintain and inventory all locking devices, power supplies and public address equipment; ensure adequate stocks of components and spares for repairs; document work in written reports to the OIC of the ESO and to interested RSOs; perform other duties as directed by the ESO or local RSO to support the overall technical security program.

- Provide technical guidance, training, regional spare parts and assistance to post security technicians in ESO Canberra Region. Assist them with installation and project planning. Maintain records of work performed, budgets and travel schedules. (5%)
- Perform planned preventive, predictive, corrective and breakdown maintenance of the vehicle arrest system - hydraulic barrier and slide gates. Identify and repair problems to keep the barriers operational. Record all maintenance and spare parts, and request expendable parts in a timely manner. (15%)
- Install, commission, maintain and repair all closed circuit television and related equipment. Program the equipment to meet the specific objectives detailed in design plans or directed by the OIC of the ESO. (10%)
- Perform trouble shooting and repair of the emergency notification system, and select one system to include the master control unit, amplifiers, speakers and power supplies. (15%)
- Maintain and repair hard-line doors, including power supplies, locking devices, hinges and fire exit controllers. (45%)

- Perform other duties as directed by the ESO or local RSO to support the overall technical security program. Coordinate with vendors or contractors to enhance overall technical security, maintain close contacts with GSO technicians and local contractors in performance of duties. (10%)

QUALIFICATIONS REQUIRED

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. High School diploma or host country equivalent (secondary school) is required.
2. Five years of hands-on field experience in major repairs and installation of electrical and heavy duty mechanical equipment, hydraulic systems, or pneumatic pumps, and with grinders and plasma cutters of which at least three years must be experience in closed circuit television, alarm systems, public address, or vehicle arrest systems is required.
3. English Level III (good working knowledge speaking, reading and writing) is required. This may be tested.
4. Must possess a valid full Australian Driver's License. Copy of License must be provided.

FOR FURTHER INFORMATION

The complete position description listing all duties and responsibilities may be obtained by contacting the Human Resources Office. Contact Michelle Mohr on 02 6214 5778.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the selection criteria above in the application.

HIRING PREFERENCE ORDER

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the

closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Secret security clearance.
5. Candidates who are EFMs, USEFMs, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position at the time of the announcement closing.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential qualifications required of the job advertisement will receive further consideration for the position. Your job application **must** consist of the following documents:

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

- ✓ Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above):
- ✓ A current resume or curriculum vitae and;
- ✓ A document addressing the qualifications required with specific and comprehensive information supporting each item.

*NOTE: You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive*

information supporting each of the essential qualifications required on the job advertisement will receive consideration for the position.

- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT WITH ONE YEAR WORK APPROVAL TO BE ELIGIBLE FOR CONSIDERATION.

WHERE TO APPLY TO

Regional Human Resources Office
POC: Michelle Mohr
Email: usaembrhro@state.gov

Only electronic applications can be accepted.

EQUAL EMPLOYMENT OPPORTUNITY

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. 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.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.