



VACANCY ANNOUNCEMENT

U.S. Mission	U.S. Mission to Luxembourg
Announcement Number:	Luxembourg-2019-16
Position Title:	Security Escort/Administrative Clerk
Opening Period:	June 5 - Open until Filled
Series/Grade:	LE-0105/5 FS-0105/9
Salary:	LE: EUR 3,542 – 3,542 gross/month FS: USD 34,390 - USD 50,503 gross/per annum. Actual FS salary determined by Washington D.C.
For More Info:	JAS Human Resources Office, Tri-Missions, Brussels
Who May Apply:	All U.S. Citizens with a work and residence permit to work and live in Luxembourg and U.S. Citizen Eligible Family Member (USEFMs)
Security Clearance Required:	Secret
Duration Appointment:	U.S. Citizens: Definite Not to Exceed 2 years minus 1 day USEFMs: Definite Not to Exceed 5 years. (FMA) Definite Not to Exceed 1 year (PSA)

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

Summary: The U.S. Mission in Luxembourg is seeking eligible and qualified applicants for the position of Security Escort.

The work schedule for this position is part-time: 24 hours/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: Will be assigned to the Regional Security Officer. The primary function is to perform escort duties in controlled access areas (CAA) or other locations. Escorts all non-cleared personnel, janitorial/maintenance crews, and contractors performing work in secure areas of the mission or other locations as directed by the supervisor to ensure that areas remain uncompromised. Secures worksite upon completion of work by ensuring that all non-cleared personnel have exited the area. Prepares and ensures that all materials entering or being removed from a CAA have been inspected by designated security personnel. Supports the Regional Security Officer in performing ICASS administrative security tasks such as inventories, filing, and badging. Participates in locally procuring items required for use within the CAA space, according to the randomized procurement methods described in relevant sections of the Foreign Affairs Manual. Will assist in arranging for large items to be scanned in Frankfurt. May assist in the control and safe operation of equipment and supplies such as destruction equipment (shredders, disintegrators, etc.), x-ray machines, keys, radios, service elevators, etc.

Qualifications and Evaluations

Education: High School Diploma (secondary school) required.

Requirements:

EXPERIENCE: At least one year of combined general work experience in any field.

JOB KNOWLEDGE: Ability to quickly acquire knowledge of regulations on governing control and protection of classified material set out in 12 FAM, as well as post-specific security access procedures; the proper use of security-related equipment (radio, destruction, etc.); familiar with the general layout of mission grounds and facilities.

Evaluations:

LANGUAGE: Level 4 (Fluent) Speaking/Reading/Writing of English is required.

SKILLS AND ABILITIES: Keyboard skills, able to use Word and Excel. Must have good judgment, be observant, flexible, and service-oriented. Duties include prolonged periods of standing/walking and somewhat physically demanding activities to include climbing, working in cramped spaces and at times working in inclement weather. Must be able to lift 25 lbs.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

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.

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 **
- (4) U.S. Citizens with a residence and work permit to work and live in Luxembourg

* 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: All candidates must be able to obtain and hold a Secret clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission’s internet site.

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

To apply for this position click the “Apply Now” button at the Mission’s internet site:

<https://be.usembassy.gov/embassy/jobs/>.

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

- DS-174
- Copy of Orders/Assignment Notification (or equivalent)(for AEFM/USEFM)

- Residency and/or Work Permit (for non-EU citizen local residents)
- Passport copy or ID copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (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 Luxembourg.