



United States Mission to the United Nations



U.S. Department of State New York, NY

Announcement Number: USUN-0282

Position Title: Security Specialist
Office and Location: Regional Security Office
Type of Position: Excepted Appointment
Series and Grade: GG-080-12
Salary Range: \$77,585 - \$100,859
Promotion Potential: NONE
Opening Date: 07/28/10
Closing Date: 08/04/10
Supervisory: No

Security Clearance Required: If selected must be able to obtain and maintain Top Secret Security Clearance

Relocation Expenses: will not be paid

Who may apply: USUN EMPLOYEES ONLY

Comments: *(1) This is an Excepted Service Position. (2) Incumbent will be subject to random drug testing.*

Job Summary: This position is located in the US Mission to the UN and serves as the Regional Security Officer's assistant and tertiary adviser on all security matters to include technical and procedural security which affects mission employees and facilities under the Chief of Mission authority.

- Provide training/briefing to DOS personnel on personal security, defensive counterintelligence, emergency preparedness and technical vulnerabilities.
- Provide new arrival briefings.
- Assist with updating all security-related policy memorandums.
- Oversee camera and alarm equipment upgrades and installations.
- Oversees all technical and physical security repairs/maintenance.
- Provides administrative support to Diplomatic Security Agents.
- Assists RSO and ARSO with operational oversight of the Uniformed Protective Officers.
- Coordinate security coverage and provide assistance to U.S. Delegations for conferences at UN Headquarters.
- Is familiar with State Department programs and operations.
- Assist with background/suitability, malfeasance and counterintelligence investigations.
- Assists with management and implementation of the identity badge program.

Please see requirements for complete application under Qualifications & Evaluations.

QUALIFICATION REQUIREMENTS (OPM Qualification Standards for General Schedule Positions): Applicants must have the required experience or education as described below and meet any selective factors, when specified.

Applicants must possess one year of specialized experience equivalent to the GG-11 grade level, which provided the applicant with the particular knowledge, skills and abilities necessary to perform the work of the position. There is no substitution of education for experience at this level. Qualifying specialized experience will demonstrate:

- Knowledge of security requirements established in legislation, regulations, and various policy statements pertaining to Industrial Security.
- Knowledge of and ability to apply policy direction to program planning and specific operating requirements.
- Ability to develop guidance for applying security policy, procedures and techniques.
- Skill in writing to develop policies and procedures effectively.
- Ability to work independently, using sound judgment and confidence to organize and prioritize workload.
- Skill in office automation and a myriad of Diplomatic Security databases and technical equipment.

Applicants must meet all qualification requirements, including time-in-grade requirements for current federal employees, by the closing date of the announcement.

You are encouraged to read the entire vacancy announcement before you submit your application package. Please **respond to the (KSAs):**

IN ADDITION TO THE RESUME - UNDER SEPARATE COVER - YOU NEED TO ADDRESS EACH KSA – (Knowledge Skill, Ability) Provide a good example what you have been doing in each capacity that would qualify you for this position and submit via FAX, mail or e-mail. **APPLICATIONS THAT ARE SUBMITTED WITHOUT KSAs ARE CONSIDERED INCOMPLETE AND WILL NOT BE CONSIDERED.**

KSAs: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, experience, training, awards and supervisory appraisal indicate they possess the knowledge, skills, and abilities described below.

1. Ability to develop, implement and monitor a complex security program involving technical and procedural security and access issues.
2. Knowledge of security requirements for safeguarding classified information.
3. Knowledge of current internal security programs and procedures.

COMPLETE APPLICATIONS MUST BE RECEIVED POSTMARKED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

If you are a current Federal employee or a reinstatement eligible, you must submit a copy of SF-50, Notification of Personnel Action to document your highest annual salary and your personal status (tenure).

If you are a current Federal employee, you must submit a copy of your most recent Federal performance appraisal. THIS APPRAISAL MUST BE DATED WITHIN THE PAST 12 MONTHS. IF YOU DO NOT HAVE A CURRENT PERFORMANCE APPRAISAL, A STATEMENT ADDRESSING THE REASONS WHY A CURRENT APPRAISAL WAS NOT SUBMITTED MUST BE INCLUDED.

ADDITIONAL APPLICATION INSTRUCTIONS FOR VETERANS

If you are a Veteran you may be eligible to apply for this position. This position is announced in accordance with merit staffing procedures as prescribed by this Agency. Preference eligibility and/or Veterans Preference does not apply to internal staffing or merit promotion practices. If you are a Disabled Veteran, you must submit the following

documents with your application to be considered under the VRA: **For more information regarding Veterans Preference, please visit** – <http://www.opm.gov/veterans/>

1. Member 4 copy of your DD-214
2. SF-15, Application for 10-Point Veterans Preference
3. A letter from the Department of Veterans Affairs (VA) dated in 1991 or later.

ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE U.S. MISSION TO THE UNITED NATIONS AND WILL NOT BE RETURNED.

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Work/Life Programs, at (202) 261-8180. The decision on granting reasonable accommodations will be on a case-by-case basis.

(SEE NEXT PAGE FOR HOW TO APPLY)

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. **Fax applications** to the Human Resources Unit (212) 415-4393

JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number
2. Title and grade (s) of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible **must submit a current performance appraisal** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-7644 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-7644 may be submitted.)
2. All non-competitive eligible **must submit** proof of eligibility.
3. All applicants claiming veterans' preference **must provide** proof of eligibility.
4. All other applicants (non-status) **must** submit information identified above.
5. For maximum consideration all applicants **should** submit information that addresses the ranking factors on the front of this announcement.
6. For an electronic copy of this vacancy announcement, see the U.S. Mission to the UN Web Site at <http://www.usunnewyork.usmission.gov>

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE AND ARRIVE IN USUN/PER BY COB ON THE FIFTH WORKING DATE AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE DEPARTMENT OF STATE.

WHERE TO APPLY

ADDRESS APPLICATIONS TO: U.S. Mission to the United Nations, 140 East 45 Street, New York, NY 10017, Attn: Human Resources Unit, Room-415, FAX 212-415-4393. FOR QUESTIONS ABOUT THIS JOB: Charlotte Mantzaris 212-415-4256

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask