

VACANCY

The U.S. Embassy, in Gaborone is seeking eligible and qualified applicants for the following position:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

SECURITY COORDINATOR; FSN-06/FP-08; N16/22 (P109, 268 p.a. Starting salary per year + benefits) based in Gaborone.

BASIC FUNCTION OF POSITION

The Security Coordinator works with the Regional Security Office to help manages and supervise the security office at Post. Provides daily operational management and updates to security office at Post. Supervises and coordinates the daily operational planning and deployment of the Mission's security resources. Serves as a liaison with other agencies and offices within the Mission on security matters. Schedule and coordinate mission planning daily coverage as directed by the RSO. Ensures that security reports are complete and accurate and entered into the Departments incident reporting database. Performs data entry and analysis of pertinent incident reports.

QUALIFICATIONS REQUIRED

- 1. EDUCATION:** Completion of high school required.
- 2. EXPERIENCE:** Minimum of two years of military, police, or private experience in the field of security required. At least one year of supervisory experience required.
- 3. LANGUAGE:** Level 3 working knowledge of both written and spoken English; Level 4 (fluency) in Setswana required.
- 4. SKILLS AND ABILITIES:** Must possess a valid driver's license. Ability to manage the work of others in a team environment, prepare oral and written reports, operate communications equipment and cameras required. Program management and organizational skills desired.
- 5. JOB KNOWLEDGE:** Knowledge of counter surveillance techniques, familiarity with local pedestrian and vehicular traffic patterns and habits, experience in the preparation of reports and schedules, awareness of cultural norms and customs required. Adroit understanding of host country law enforcement and security capabilities desirable.

TO APPLY:

The HR Office uses [PNET, a commercial internet recruitment site](#), to advertise its positions. At this site you will find a list of U.S. Embassy's vacant positions and instructions on how to log on and apply. Candidates interested in applying for these positions must apply via the [PNET website at www.pnet.co.za](#) and follow the application instructions to submit an application.

For best results the HR Office recommends the use of the internet web browser Google Chrome.

N.B. CANDIDATES NOT INVITED FOR INTERVIEWS, WILL NOT RECEIVE REJECTION LETTERS. ANY CANDIDATE NOT CONTACTED FOR AN INTERVIEW WITHIN ONE MONTH OF THE CLOSING DATE SHOULD ASSUME THAT THE POSITION HAS BEEN FILLED.

Closing date: July 8, 2016