



UNITED STATES MISSION, MALDIVES

Local Guard Shift Supervisor (Based in Maldives) Female/Male

We encourage both women and men to apply for this position. The United States Embassy seeks a diverse workforce with equal opportunity for all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The selected incumbent provides security for Embassy personnel and facilities by conducting access control and visitor screening duties as a member of a local guard program. Detects, deters, responds, and reports potential criminal and terrorists' acts directed against U.S. Government personnel and facilities. Serves as Shift Supervisor for all U.S. government facilities and leased residences by providing operational and administrative supervision of each local guard shift ensuring that U.S. government property and personnel are safeguarded. Responsibilities includes planning the schedules guard assignments and making arrangements as needed based upon environmental conditions.

The work schedule for this position is: Full Time - 40 hours per week.

Incumbent will be located in Maldives.

The monthly gross salary for this position will be between MVR. 13,760.83 – MVR. 20,641.33

Qualifications Required:

- 1. Education –**
Completion of secondary education, high school diploma or the local equivalent (G.C.E. Advanced Level) is required. *(Candidate must attach copies of relevant educational certificates)*
- 2. Prior Work Experience –**
A minimum of 3-years' experience in the military or as a police officer, or security guard is required. *(Candidate must attach copies of relevant service/work experience certificates)*
- 3. Language Proficiency –**
Level III (Good Working Knowledge) reading, writing, and speaking English is required. *(This will be tested)*
Level III (Good Working Knowledge) reading, writing, and speaking Dhivehi is required.
- 4. Job Knowledge -**
Knowledge of the emergency response procedures and notification process, familiarity with state-of-the-art security equipment and processes, awareness of cultural norms and customs required.

5. Skills and Abilities –

Ability to understand the security control panel and to operate emergency alarms and the public address system. Ability to use state-of-the-art security and radio communication equipment. Ability to use Automated External Defibrillator. Ability to use fire extinguisher. Ability to use personal protective equipment (i.e., batons, pepper spray, handcuffs, and flexi cuffs, etc.). Ability to walk and/or stand for an extended period of time in a wide variety of weather conditions. Ability to work flexible shift schedules, to include nights, days, weekends, and/or holidays.

Ability to operate motor vehicle. Host country driving license is required. (*Candidate must attach a copy of valid driver's license*)

Must effectively react to various incidents. Must be able to independently take action as necessary depending on the nature of incidents outlined in guard orders. Must be able to communicate with persons from all socioeconomic classes. Must be familiar with dispute mediation tactics to ease potentially dangerous security situations. Must be proficient in presentation techniques and instructional strategies. Must also be proficient in Microsoft Word, Excel, PowerPoint, and SharePoint. Must be immediately capable of performing the duties of the Local Guard Force (LGF) Commander and serve in this position for short periods in the LGF Commander's absence. May be required to qualify with a firearm.

Required Documents:

To apply for this position applicants **must electronically submit copies of the documents listed below** along with the electronic application, to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.

- Relevant Educational Certificate/s
- Relevant Service/Work Experience Certificate/s
- Valid Driver's License from Host Country
- Proof of citizenship (National Identity Card/Passport and/or Work Permit)

How to Apply:

Please visit our website <https://lk.usembassy.gov/embassy/jobs/> to submit your applications through Electronic Recruitment Application system [ERA]. Before you continue with the application process, please carefully read the instructions available on our website.

PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED

Your application should reach us **on or before June 1, 2023**
Please note, only shortlisted candidates will be contacted.