

Korean National Job Opportunities

ANNOUNCEMENTNUMBER: KN 003-15

TITLE-SERIES-GRADE: SECURITY GUARD, KGS-0085-03 (3 VACANCIES)

SALARY RANGE: KGS-03: 4810 - 7558 Won per Hour

OPENING PERIOD: 14 July 2015 – 28 July 2015

DUTY LOCATION: Provost Marshall Office (PMO), Camp Mujuk, Korea

TOUR OF DUTY: Full-Time, 42 hours per week

AREA OF CONSIDERATION:

All current USFK employees and all KN outside applicants

RPA NUMBER (HRO USE ONLY):

NOTE: Full performance level KGS-03.

MAJOR DUTIES

Serve as an armed guard; enforce special security measures to protect strategic property, material and equipment and personnel against injury, damage, fire and theft and to guard against possible acts of sabotage. Guard interior and exterior gates; assures proper identification of all pedestrians and motor vehicle traffic attempting to enter the Camp. Patrol security posts on foot and provides constant checks of assigned areas and buildings; detains unauthorized personnel and reports to supervisor for disposition; stands guard on vehicles and vessels with assigned responsibility with assigned responsibility for preventing theft and pilferage and violation of regulations. Directs and regulates pedestrian and vehicular traffic to facilitate rapid movement and to prevent accidents.

QUALIFICATION REQUIREMENTS:

a. EXPERIENCE

One (1) year of specialized experience

b. Per Appendix G, USFK REG 690-118, the maximum age requirement for new accession is 35.

SPECIALIZED EXPERIENCE this includes progressively responsible work which indicates ability to acquire the KSAs needed to perform the duties of the position to be filled.

b. ENGLISH LANGUAGE COMPENTENCY: 1. The American Language Course Placement Test (ALCPT) score of 60% is required. 2. The passing score of former English Language proficiency Test ("B" series) may be substituted for ALCPT requirement. 3. The TOEFL score of 450 (or 133 on the computer based test, 45 on IBT TOEFL) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants indicate the TOEFUTOEIC score on the application (item #17) and must submit official copies of the test score. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:

1. Knowledge, Skills, and Abilities: Thorough knowledge of security regulations for the protection of personnel and property; Ability to complete required appropriate in armed and unarmed defense and ability to use oral English characteristics of security operations; Skill in the examination and inspection of cargo, commercial vehicles, and privately owned vehicles; skill in questioning suspicious persons, and conducting searched for illegal and unauthorized items
2. Skills in basic computer skills
3. Abilities to read and write, understand English.

EMPLOYMENT CONSIDERATION PREFERENCE:

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9– Lowest).

1. All current USFK KN employees. (Korea-area)
2. All KN outside applicants

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement.

HOW TO APPLY: Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) and a self-addressed and stamped envelope. It is imperative that each item of the application is accurately and completely filled in and the application. **Must be signed (Signature) and dated.**

Applications should be submitted via email to: [CHRO Staffing Korea@usmc.mil](mailto:CHRO_Staffing_Korea@usmc.mil)
Applications that are not completed correctly, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangul must be translated into the English language and translation submitted along with an application. Applications not received at the above address by close of business on the closing date of the announcement will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment of promotion within USFK, Nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately CHRO MCIPC at DSN 645-1030/5428.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact the MCIPAC Human Resources Office at DSN: 645-1030 or COM: 011 81 098 970 1030.