

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">Abidjan</p>	2. Agency <p style="text-align: center;">State</p>	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) Hiring

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Local Guard Coordinator (LGF) - 701	FSN-8		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan</p>	a. First Subdivision <p style="text-align: center;">Regional Security Office (RSO)</p>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Printed Name of Employee</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Signature of Employee</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: right; margin-right: 20px;">Date (mm-dd-yyyy)</p>	10. This is a complete and accurate description of the duties and responsibilities of this position. <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Printed Name of Supervisor</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Signature of Supervisor</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: right; margin-right: 20px;">08-06-2013 Date (mm-dd-yyyy)</p>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Printed Name of Chief or Agency Head</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Signature of Section Chief or Agency Head</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: right; margin-right: 20px;">Date (mm-dd-yyyy)</p>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Printed Name of Admin or Human Resources Officer</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Signature of Admin or Human Resources Officer</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: right; margin-right: 20px;">Date (mm-dd-yyyy)</p>
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13. Basic Function Of Position
 Position is responsible for the first-line management and supervision of the local guard personnel. As directed by the Regional Security Office (RSO), the LGC is responsible for the Local Guard Force (LGF) personnel, resource management, and reaction planning at all official facilities and residences. Assists in 1) coordinating security planning and allocation, and execution of drills and training with LGF assigned to official facilities; 2) development of security logistical planning and financial plans; 3) LG contract administration, contractor monitoring and performance oversight, and work with program manager to implement and monitoring the local guard training program 4) management of annual field budget of approximately \$2.5 million.

14. Major Duties and Responsibilities 100 % of Time

1. Provides daily oversight of guard performance and provides supervision for guards at all official facilities, residential properties, and mobile patrols. 70% of time
2. Assist the Regional Security Officer by providing comprehensive management advice on the operational, contractual, and financial aspects of the local guard force program. 20% of time
3. Assist the Regional Security Officer by providing current information on contractor payment, invoices, additional and emergency services management, all host country labor laws, regulations, procedures and practices; and act as interpreter as needed. 10% of time (See Addendum F)

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15. Qualifications Required For Effective Performance

a. Education

High School (secondary school) diploma or local equivalent (Baccalaureate) is required.

b. Prior Work Experience

Minimum of seven years of progressively responsible experience in security - public or private sector (commercial, civilian, police or military) is required, including five years of management and leadership experience.

c. Post Entry Training

80 hour Guard Certification Course and 16 annual hours of recertification every year (12 FAH 7 requirements).

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III (good working knowledge) speaking/reading English and Level III (good working knowledge) speaking/reading French are both required.

e. Job Knowledge

A strong knowledge in physical security protection, standard security practices and procedures, developing and deploying of community style policing (mobile patrol) models, creation of defensive security plans, and good working knowledge of standard security equipment and digital cameras is required. Must know Ivorian operational environment, language, law and security entities; and historic criminal and terrorist threats and operational tendencies. Knowledge of budget formulation and tracking.

f. Skills and Abilities

Must possess good analytical skills, writing skills, presentation and public speaking skills, and good working knowledge of computers (MS Office). Must be able to comprehend and manage financial budget information. Drivers License required.

16. Position Element

a. Supervision Received

Direct Supervision from the Assistant Regional Security Officer (ARSO); indirect supervision from the RSO.

b. Supervision Exercised

Supervision of contract guard staff: 30 first-level guard shift supervisors, 325 guards and 12 local security forces.

c. Available Guidelines

320 FAM, 330 FAM, 12 FAH 7, 12 FAH 8, Surveillance Detection Management and Operations Field Guide, 3 FAH 2, 12 FAH 2, 14 FAH 2, 2 FAH 2 and 12 FAH 5.

d. Exercise of Judgment

The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

In coordination with the RSO/FSNI must be able to develop and maintain contact with mid-level host-government security officials and security professionals in the American business community, and at schools and other public venues normally frequented by American employees and their dependants.

g. Time Expected to Reach Full Performance Level

One year.

Addendum 1