

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> <b>Kampala</b>	<b>2. AGENCY</b> <b>State</b>	<b>3a. POSITION NO.</b>
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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. Reclassification of duties: This position replaces  
 Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position

c. Other (explain) \_\_\_\_\_

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Surveillance Detection Specialist	<b>FSN 4</b>		
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Surveillance Detection Specialist	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> RSO	a. First Subdivision <b>Surveillance Detection</b>
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ Typed Name and Signature of Employee                      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)
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<b>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.</b>  _____ Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  _____ Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION**  
 Provides security for USG facilities, employees and family members by performing procedures to detect, recognize and report on surveillance directed against U.S. Government facilities and /or personnel and responding directly or calling for assistance. In case of imminent attack, calls for immediate assistance and takes action to prevent injury or death to personnel and destruction of property.

**14. MAJOR DUTIES AND RESPONSIBILITIES** **95% OF TIME**  
**Surveillance Detection:**  
 A. Conducts surveillance detection within an assigned area as directed by supervisory security personnel. Identifies suspicious activity or possible surveillance and develops information in order to make a preliminary analysis of its significance. Engages in close observation to identify and register surveillance operations on USG facilities, employees, family members and residences.

B. Reports findings, makes oral or written reports of findings to the responsible supervisory security personnel. May be required to maintain surveillance records and/or perform data entry and use software applications. Initiates emergency responses to possible hostile actions as necessary to protect life and property. Provides other surveillance detection services as assigned.

#### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

##### a. Education

Completion of secondary school O and A 'level is required.

##### b. Prior Work Experience

Two years of progressive experience in police or military work, OR four years of professional experience in a position requiring independent judgment and motivation.

##### c. Post Entry Training

Upon entry into position, incumbent is provided 40 hours of intensive formal training and up to three additional months of on-the-job training to develop an acceptable level of proficiency in the use of surveillance detection equipment and techniques. 16 hours of recertification every year (12 FAH 7 requirements); failure to maintain certification may result to loss of employment.

##### d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level 3 (good working knowledge) English is required. Level 3 (good working knowledge) in one local dialect (any of the following: Ganda, Swahili, Itesot, Japadola, Samya, Gisu, Acholi, Lugbara, Madi, Runyankitara or Soga) is required.

##### e. Knowledge

Must be familiar with procedures for conducting and reporting surveillance. Basic use of digital cameras and video recorders, Microsoft Window's computer systems, and MS Word.

##### f. Skills and Abilities

Ability to obtain a driver's license is required. Skilled in the use of surveillance equipment (e.g. audio/video, binoculars, and photographic equipment). Level 1 keyboard/typing and basic PC skills. Ability to work independently and adapt to changing circumstances without requesting guidance. Must have strong organizational and observation skills.

#### 16. POSITION ELEMENTS

##### a. Supervision Received

Direct, daily supervision from Surveillance Detection Shift Supervisors; direct weekly supervision from the Surveillance Detection Commander, and in-direct supervision from the Assistant Regional Security Officer or from the Regional Security Officer.

##### b. Available Guidelines

Surveillance Detection Management and Operations Field Guide, and 12 FAH 7.

##### c. Exercise of Judgment

Must have excellent judgment of unfolding security incidents and may independently activate the defensive forces of the embassy and host-nation security forces when an imminent threat against U.S. Embassy personnel and/or property is perceived

**d. Authority to Make Commitments**

None.

**e. Nature, Level and Purpose of Contacts**

Low-level police contacts in support of immediate security responses to unfolding crisis; internal contacts with the local guard force and Foreign Service National Investigators. Regional Security Office for operational, logistical and planning purposes.

**f. Supervision Exercised**

None.

**g. Time Required to Perform Full Range of Duties after Entry into the Position**

One year