

Addendum 1

Assists the RSO Officers (RSO, DRSO, 3 ARSOs), Senior FSNI/Residential Coordinator, LGF (PNC Detachment Commander), FSNI (I), SDU Coordinator, and members of the COM's Protective Detail with logistics support and a variety of administrative support and clerical duties, to include time and attendance reports, processing procurement (ARIBA) supply and motor pool requests; serves as the main travel arranger (E-2) for all RSO staff, both U.S. and local hires, advising travelers and assisting them with all of their arrangements, as well as the assembly and maintenance of related databases.

Assist RSO office. 75% of time

Assists the RSO Officers (RSO, DRSO, 3 ARSOs), Senior FSNI, Assistant FSNI, Local Guard Force Coordinator (LGFC), FSNI, SDU Coordinator, and members of the COM's Protective Detail with logistical support and a variety of administrative support and clerical duties, to include time and attendance reports, processing procurement (ARIBA) supply and motor pool requests; serves as the main travel arranger (E-2) for all RSO staff, both U.S. and local hires, advising travelers and assisting them with all of their arrangements, as well as the assembly and maintenance of related databases.

Assists with translation of documents from English into Spanish and vice-versa, to include Security Notices, Security Bulletins, Security drills for emergencies and other related correspondence.

Provides administrative support/performs clerical duties in support of the entire RSO section, in the implementation of security programs, and is responsible for all administrative requirements to these programs' implementation. Develops and maintains contact with mid to high level law enforcement personnel and within the embassy, in order to perform the administrative portions of the position.

Provides the following administrative duties to all components of the RSO office: Prepares and submits time and attendance reports, processing procurement (ARIBA) supply and motor pool requests; serves as the main travel arranger (E-2) for all RSO staff, both U.S. and local hires, advising travelers and assisting them with all their arrangements, as well as the assembly and maintenance of related databases. Serves as the Sub-Cashier for the whole RSO Section, handling petty cash of \$500.00 dollars, ensuring timely replenishment and accountability of funds at all times.

Coordinates appointments and makes arrangements for representational events for the RSO and DRSO, with GOES high level officials. Prepares time and attendance reports for all RSO Locally Engaged Staff.

Incumbent assists U.S. Mission personnel upon arrival, facilitating their check-in procedures by providing photos and fingerprints as required.

Serves as backup to the RSO OMS on the Embassy Identification Program. If needed, incumbent assists with issuance of embassy identification cards for all Mission employees and contractors.

Assists with coordination of maintenance at the Embassy PPI detachment facility, to ensure proper functioning of electrical fixtures, air conditioning units, water cistern, plumbing, etc., as well as periodic pest control inspections and extermination services to provide safe and healthy living to 57 members of the assigned to the embassy.

Investigative Assistance: 15% of Time

Responsible for Post Local Name Checks (Police) Program. Conducts record data checks, often of a sensitive nature and under time constraints, in support of ongoing criminal and administrative investigations.

Reviews investigative summary reports on all LE Staff and contract employees, to ensure appropriate investigative leads (i.e. interviews, records checks, and information gathering processes have been complied with), prior to preparing vetting/clearance program.

Liaison Duties: 10% of time.

Performs liaison with local police to perform record checks and to monitor name check results, and coordinates expeditious responses for local authorities.