

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

**Position Title and Series Code:** Surveillance Detection Coordinator/ 710, PSA-06-FP-08

**Open to:** All Interested Candidates - All sources

**Vacancy Opening Date:** August 10, 2016

**Vacancy Closing Date:** August 23, 2016

**Work Hours:** Full-time; 40 hours/week

## **Basic Function of Position:**

The holder of this position coordinates all Surveillance Detection (SD) activities on behalf of the Regional Security Office at U.S. Embassy Libreville.

## **Major Duties and Responsibilities:**

- S/he directly supervises the 4-person SD team.
- S/he enters suspicious incidents in to Post's SIMAS II database.
- S/he searches traditional news sources, as well as social media, for information on crime, possible protest activity, and other information of protective intelligence value, as directed by the RSO.
- S/he maintains close contact with local police in areas where the SD team operates.
- S/he is responsible for the development and updates of a SD Management and Operations Plan.
- S/he provides regular training to the SD team members.
- S/he maintains close contact with the LGF commander and develops drills to ensure the operational effectiveness of the SD team and its ability to work in concert with the LGF.
- S/he develops daily, weekly, and monthly work schedules for SD team members.
- S/he develops route analysis products.
- As directed by the RSO, s/he assists with the development and execution of protective security operation plans for visiting VIPs.

- S/he maintains logs of SD equipment and notifies RSO if equipment needs to be replaced.
- S/he completes other duties as assigned by RSO.

### **Qualifications Required for Effective Performance:**

#### **Education:**

High school diploma is required.

#### **Prior Work Experience:**

Two years' work experience in security-related field.

#### **Post Entry Training:**

Surveillance Detection Training

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

**English (Level III) and French (Level III) is required.**

#### **Job Knowledge:**

The job holder should be aware of the sensitivity of mission security. Knowledge of safety and security procedures/protocols is required. Knowledge of, and familiarity with, commonly used social media websites and applications within Gabon is required. Familiarity with mapping software such as Google Maps/Earth is required.

#### **Skills and Abilities:**

A valid driver's license is required. Basic computer skills are required. The applicant must be able to utilize word processing programs, send and receive emails, and input information in to a database. The SD coordinator is responsible for employees who have a lot of autonomy; an applicant with strong managerial and organizational skills is preferred.

### **Position Elements:**

#### **Supervision Received**

The surveillance detection coordinator is supervised by the Regional Security Officer (RSO).

**Supervision Exercised**

Supervises a contract team of SD specialists.

**Available Guidelines**

12 FAM; Surveillance Detection Handbook.

**Exercise of Judgment**

The Surveillance Detection Coordinator is responsible for a sensitive security program. The existence of a Surveillance Detection program is grounded in strong relationships with host country security officials. The purpose of the SD program has been misinterpreted at other Missions. The SD coordinator must exercise discretion in discussing his/her employment.

**Authority to Make Commitments**

None.

**Nature, Level and Purpose of Contacts**

The SD coordinator will have contact with high level host nation security forces and is expected to develop a collaborative relationship with these officials.

The SD coordinator will have contact with Embassy employees in Libreville, as well as SD coordinators at other Missions. Occasional contact with State Department employees in Washington, D.C.

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

Six months.