

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

## 13. BASIC FUNCTION OF POSITION

This subordinate Locally Engaged Staff (LES) member is responsible for the first -line management and supervision of the local guard personnel resources. As directed by the Regional Security Officer (RSO), and Assistant RSO (ARSO), the LGC is responsible for development of the Local Guard (LG) components of the facility defense and reaction plans for the following facilities; NEC, CMR, DCMR, Peace Corps, and USG residential properties ; for daily management and oversight of the guard personnel and resources; for assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting the RSO and ARSO with guard contract administration, contractor monitoring and performance oversight; and for providing and/or monitoring the local guard training program. Assist the RSO and ARSO with resource management of local guard budget contract valued at \$1 million annually; coordinating security planning and drills for facilities and residences with host-nation security forces; and assisting the SC in the development of logistical and financial plans.

## 14. MAJOR DUTIES AND RESPONSIBILITIES

### % OF TIME

The LGC provides comprehensive management advice to the RSO, and the ARSO on the operational, contractual, and financial aspects of the local guard program under their area of responsibility. The incumbent is a senior member of the Security Planning and Support Staff (SPSS) member and provides supervision of the SPSS staff in absence of the ARSO and SDC as required. The incumbent assists the RSO and ARSO in the formulation of annual local guard (LG) program budget, provides justification statements, and drafts official cables for RSO/PSO approval; assists with monitoring the LG portion of budget execution and recommends changes for budget plans and/or programs based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc.

The LGC provides daily oversight of guard performance and provides supervision for guard's at all official facilities, residential properties and mobile patrols, documenting deficiencies and recommending corrective courses of action; creates work schedules; and reviews timesheets for the LG assigned to official facilities and residences for errors. The incumbent provides oversight of 200+LG personnel.

The incumbent will be highly familiar with Diplomatic Security's program guidance (12 FAH 7 and 12 FAH 8), the Departments budget process and allotment tracking tools, local guard contracting, host country labor law, post labor regulations, procedure res and practices, Department of State labor management regulations , and other procedures and policies as directed by DS/IP/OPO/FPD.

### Security Functions

As the senior SPSS member responsible for local guard operations at all official facilities and residential properties, the incumbent assists in the development and maintains a comprehensive, complex, and integrated operational, financial, training, communication, and logistical plans for the LG portion of the Integrated Security Plan (ISP). The LGC is responsible for the development of Facility Deployment Overlay (FDO) each official facility and residence. In addition, is responsible for creation and maintenance of the LG orders for official facilities, and residences, and ensures that LG orders and standard operating procedures are consistent with the ISP and that the responsibilities for executing the plan is fully understood by all levels of LG personnel assigned at official facilities and residences; plans for and conducts tests and drills as directed by the RSO/PSO or ARSO to ensure normal and emergency LG operating procedures are properly functioning and makes recommended changes as required.

Makes recommendations affecting the content and character of the LG program by interviewing prospective candidate's and reviewing employment packages to ensure that all the requirements for LG qualifications have been met; and ensures that background checks are conducted on prospective LG personnel, and updates are performed as required, and coordinates these actions with the ARSO, the FSNi and the RSO/PSO.

Is designated a First Responder to emergent situations and is therefore re-callable to duty at any time. In addition, personally review all LG operations at official facilities and residences on a regular basis across the spectrum of their operational hours to ensure that LG personnel are alert and performing their functions as required by the ISP and LG orders.

At the direction of the RSO/PSO and ARSO, plans for, coordinates, and arranges host security force response plans and joint exercises (tabletop and actual) for emergent situations.

Maintain inventory of Government Owned Equipment and contractor provided equipment utilized by the LG program. Establishes reorder points for expendable supply items and schedules for non-expendable supplies, digital cameras and recorders, cellular telephones, radios, vehicles, and required office furniture, training equipment etc. required to support the LG program. Assists the RSO and ARSO in the conduct of hands-on biannual inventories of LG equipment and reports the result to the RSO and ARSO; maintains these records in accordance to standard records keeping policies. Ensures that all security equipment is operational and develops systems and procedures to coordinate required maintenance.

Incumbent verifies, supports, facilitates and conducts training of 137 LG personnel including orientation to Embassy and description of U.S. Embassy assets to be protected, role of LG in cases of fire, explosions, bomb search, and building evacuation, chemical and/or biological awareness and countermeasures briefings, ensure required maintenance of explosive detection equipment, familiar in the operation of all explosive detection equipment and, X-ray inspection equipment.

The LGC briefs the RSO/PSO and ARSO on a regular basis on LG operations and incidents.

The incumbent formulates the \$1 million LG portion of the annual program budget for all LG positions at official facilities and residences, provides justification statements, and drafts official cables for RSO/PSO approval; monitors LG budget execution and recommends changes to budget plans and/or LG program based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc. The LGC maintains contact with posts Financial Management, Human Resource and General Service offices.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

### **a. Education:**

Possession of a bachelor's degree in the arts, sciences, business or a related field or the host country equivalent is required. Where substitutions are made, the Senior RSO and HR officer at post must jointly concur in such substitution and certify in writing to DS/IP/OPO/FPD that the experience to be substituted for academic experience is relevant.

### **b. Prior Work Experience:**

Minimum of two to three years of progressively responsible experience in the commercial security guard business, civilian or government police, or military.

### **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) by level and specialization (sp/read):**

Level IV fluency in reading, writing and speaking English. High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the Job Holder may need to act as an interpreter. Level III of Twi and Ga. Good working knowledge of the written and spoken language. Job Holder will be able to read and understand, for example, regulations, instructions and related material concerning the field of work, and to prepare correspondence and standardized reports. Job Holder will be able to communicate effectively with staff and members of the public in the language.

### **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. Working knowledge of budget formulation and tracking, a thorough knowledge of host country operational environment, language, law and security entities; and historic criminal and terrorist threats and operational tendencies are required.

f. Skills and Abilities:

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.

Writing skills encompass critical analysis of defensive LG operations at official facilities and residences, the preparation of complex reports and plans, preparing written justification statements for the LG program budgets, drafting requests for additional services and answering questions from DS/IP/OPO/FPD about program performance, funding, or other issues. Must be able to collect and present facts and recommendations in a clear, concise manner.

The incumbent must have strong presentation and public speaking skills to conduct conferences with contractors, host-government security officials, and security officials of the local American business community, mission management, and other as required in support of the LG program. Composure and self-control are required in situations of acute questioning or adversarial situations to secure host government support for post's security, to defend proposed budgets or operational procedures. In coordination with FSNI, must be able to develop and maintain contacts with mid-level host government security officials.

Must be able to comprehend and present detailed financial and related information in a concise and fully professional manner, and maintain effective internal working relations with post's financial office, DS/IP/OPO/FPD, and others as required. Ability to understand DS and State Department budgeting process and ability to develop LG budget and communicate requirements to post financial office, DS/IP/OPO/FPD and other Agencies.

In coordination with the FSNI must have the ability to coordinate with U.S. Officers and foreign national police on security issues impacting the Embassy and its constituent posts.

Ability to understand U.S. Government contracting process to include oversight of the LG contract through formal training, informal training, and firsthand experience.

Must possess strong skills in Department productivity software to create professional reports and memorandum, spreadsheets and presentations, and be able to communicate clearly through email.

## 16. POSITION ELEMENTS

a. Supervision Received:

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

b. Supervision Exercised:

Directly supervises 4 first-level guard shift supervisors, 200+ guards and 21 local security forces.

c. Available Guidelines:

FAM: DS/RSO/FPD Guidance: The Guard Contract: Post FSN Handbook, and RSO directives.

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.