

Position No. BLA-561006

Position Title: Senior Security Investigator

13. BASIC FUNCTION OF POSITION

Under the supervision of the Regional Security Officer (RSO), the incumbent plans, schedules and conducts complex or sensitive investigations, develops and maintains extensive high level contacts with law enforcement and security agencies throughout the consular district. The incumbent serves as an advisor to RSO on current security trends/concerns in the district. The incumbent manages the Security Section consisting of locally engaged staff security investigators, guard receptionists and the contract guard force.

14. MAJOR DUTIES AND RESPONSIBILITIES

35%

As the Senior Foreign Service National Investigator, incumbent conducts sensitive criminal and administrative investigations when directed by the RSO to uncover allegations of employee malfeasance. Manages the vetting/revalidation program for over 300 Locally Engage Staff and contact employees ensuring that background investigations are completed in a timely manner, and revalidation investigations are conducted at the appropriate time. At the direction of RSO incumbent will also assist with the investigation of terrorist incidents and threats. The incumbent advises the RSO and A/RSO on local criminal practices, police and court procedures.

30%

Develops and maintains high level liaison/contacts with senior Indian government, police, and security service officials within the Mumbai consular district. Provides reports to RSO/ARSO, on daily basis, regarding the security situation/environment in the consular district. Develops and maintains extensive high level contacts with Bureau of Civil Aviation Security, Central Industrial Security Force, Airport Authorities, Indian Customs, and port authorities, Indian Navy, Indian Air Force and Indian Army for the smooth movement of United States Government personnel, aircraft, and ships within the Mumbai consular district. Arranges Government of India provided protection for high level United States Government officials visiting the Mumbai consular district. The incumbent provides protective liaison support for visiting US Government Officials traveling with an American protective service detail. Coordinates visits of Transportation Security Agency aviation security experts for airport/U.S. Flag carrier inspections and Federal Air Marshal missions. Coordinates seminars/lectures and other presentations by personnel from USG law enforcement agencies such as Secret Service, Federal Bureau of Investigation, U.S. Immigration and Customs and Drug Enforcement Agencies. Provide investigative support for these agencies when directed by the RSO. Assist RSO with managing the Mumbai Overseas Security Advisory Council Chapter which assists American Companies operating within the Mumbai Consular District.

35%

As Senior Security Investigator the incumbent supervises one security investigator, 5 guard/receptionists and a 17 member Surveillance Detection Team. The incumbent ensures that all personnel perform within the standards set by the RSO. Assists the ARSO by managing the contract local guard force program which protects three U.S. Government compounds, one USG residential complex consisting of 10 apartments and 38 short term leased residences. The incumbent is responsible for implementing security measures/guidelines for all USG agencies at Post when directed by the RSO/ARSO. Monitors media reports for any mention of demonstrations or protests against the United States Government, and coordinates with Mumbai Police to ensure adequate security coverage is provided for all USG facilities. During a demonstration or incident incumbent observes from close range activities/actions of the demonstrators/protesters, arranges meeting with leaders of demonstrators/protesters with assigned FSO in prearranged location to collect memorandums. In consultation with other mission elements ensures that adequate police protection and security measures are in place for high profile public events.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Completion of senior secondary school (Class XII) is required.
- b. Prior Work Experience: Four years of progressively responsible work in security management is required.
- c. Post Entry Training: Training to be provided by RSO and the Diplomatic Security Service. Training in surveillance detection operations.
- d. Language Proficiency: Level IV (Fluent) Speaking, Reading and Writing of English is required. Level III (Good Working Knowledge) Speaking of Hindi and Marathi is required.
- e. Job Knowledge: The incumbent must have a good understanding of Regional Security Office (RSO) programs, investigations, protective service operations, knowledge of host country civil and criminal statutes and laws, laws pertaining to marriage, adoption, invasion of privacy, host country law enforcement agencies procedures.
- f. Skills, and Abilities: Ability to draft reports in a clear and concise manner, must exercise initiative, resourcefulness and sound judgment while conducting complex investigations and analyzing results. Must be able to meet and interact with high ranking United States Government and Government of Indian officials. Must have excellent communications skills. Must be technically proficient in the use of computer systems and databases.

16. POSITION ELEMENT:

- a. Supervision Received: Supervised by the Regional Security Officer.
- b. Supervision Exercised: Directly supervises, one Security Investigator, 5 Guard Receptionists and a 17 member Surveillance Detection team.
- c. Available Guidelines: RSO guidelines, DOS Foreign Affairs Manual and Foreign Affairs Handbooks, Embassy and Consulate directives.
- d. Exercise of Judgment: Must be able to make rapid and correct judgments, often independently resolving risks/threats presented by situation or persons.
- e. Authority to Make Commitments: In the absence of RSO/ARSO commits deployment of guard forces and surveillance detection team on overtime for short duration.
- f. Nature, Level, and Purpose of Contacts: Must establish and maintain extensive and high level contacts with officials of various government agencies, local governments, law enforcement agencies. At a minimum incumbent must have access to the Commissioners of Police and Director Generals of Police in each major city and state in the Mumbai

consular district. Incumbent must have access to the Chiefs of Protocol for each state in the consular district.

- g. Time Expected to Reach Full Performance Level: One year.