

13. BASIC FUNCTION OF POSITION

Provides overall security for U.S. Government (USG) facilities, employees and family members by performing specific security procedures to detect, recognize and report actions directed against USG facilities and/or personnel. This position will be required to work scheduled shifts, and may include weekends and holidays.

14. MAJOR DUTIES & RESPONSIBILITIES

- Conduct security functions within the parameters of the Embassy security plan, as directed by the Regional Security Officer (RSO).
- Identifies suspicious activity and develops information in order to make a preliminary analysis of its significance.
- Reports findings, makes oral or written reports of findings to the responsible supervisory security personnel. Is required to perform data entry into software applications.
- Initiates emergency responses to possible hostile actions as necessary to protect life and property.
- Maintains general operational security at all times, and provides other security services as assigned.
- Responds to instructions and all security events in a timely manner.
- Uses Security Equipment and conducts inventories on a scheduled basis as directed by the RSO or his/her designee.
- Use discretion in their given role and conduct themselves in a professional and courteous manner at all times.
- Carries out other duties as required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of 3 years secondary school is required.
- b. **Prior Work Experience:** One year of security experience, such as previous military, police or private security experience is required.
- c. **Post Entry Training:** Upon entry into position, incumbent must successfully complete 80 hours of intensive formal training and completion of follow-up assessments. Additional on the job training will be provided to intermediate and advanced levels in subsequent months and annually. Ethics for New Locally Employed Staff (PA453); and Cyber Security Awareness Course (PS800).

- d. Language Proficiency:** Level 4 English (Fluent written and spoken English) ability is required.
- e. Knowledge:** Must be familiar with policies and procedures for conducting and promoting effective security operations for the protection of people, property, data and institutions.
- f. Skills & Abilities:** A valid full New Zealand driver's license is required. An ability to use Microsoft Office applications and have sound typing skills is required. Must be skilled in the use of security and/or technical equipment. Must have strong organizational and observation skills, and be able to work independently and adapt to changing circumstances without requesting guidance. Must maintain a reasonable level of physical fitness as this position includes some physical elements.

16. POSITION ELEMENTS

- a. Supervision Received:** Works under the general supervision of the Surveillance Detection Coordinator (SDC). In his/her absence, the incumbent will report to the RSO/ Assistant Regional Security Officer (ARSO) or his/her designee. Incumbent is expected to perform assigned responsibilities independently or as part of a team.
- b. Supervision Exercised:** None
- c. Available Guidelines:** Security procedures and guidelines provided in post operational plans and orders, and guidance by the RSO or his/her designee.
- d. Exercise of Judgment:** Within the confines of written security team procedures, may be required to make decisions to resolve situations.
- e. Authority to make Commitments:** None
- f. Nature, Level & Purpose of Contacts:** Host country law enforcement officials and members of the security section to exchange information; advise of problems and concerns and to assist in areas of mutual interest as directed by the RSO or his/her designee.
- g. Time Required to Perform Full Range of Duties:** One (1) year