

### **13. BASIC FUNCTION OF POSITION**

Responsible for overseeing the Local Guard Force (LGF) in providing maximum security at the U.S. Embassy and Chargé d’Affaires Residence (CDAR) Residence in Apia, Samoa, as well as other official functions that might occur in Samoa (visit, event off site, etc.). Serves under the direction of the Charge d’Affaires (CDA), with direct supervision from the Foreign Service National Investigator (FSNI), and in accordance with policies established with the Regional Security Officer (RSO) and RSO Office staff in Embassy Wellington. Fulfills guard duties, while serving as supervisor and scheduler for the entire Guard force. Follows General and Post specific Guard Orders to perform security tasks and ensures other guard force members are also performing to standards as outlined in the Guard Orders.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

**Guard duties include:** 50%

- Control visitor access, scan visitors and bags, secure personal belongings, check visitor permit forms, and controls door access.
- Ensure screening of mail items and deliveries. Handle suspicious items according to established guidelines.
- Monitors site (office, surroundings, or residence) for irregularities, dangerous situations or suspicious occurrences.
- Supervise/observe outside workers as required.
- Maintain complete and accurate records and reports.

**Supervisor duties:** 45%

- Set work schedules, approve leave, handle related paperwork, approve time and attendance, and transportation reporting.
- Oversee guard performance; provide correction, monitoring and recognition of performance as warranted. Complete LGF performance evaluations and other accompanying HR paperwork.
- Under the direction of the RSO Office and FSNI, establish and provide training for LGF members, ensuring training records are entered in LGF personnel files.
- Maintain performance files on all LGF personnel, including all relevant training documentation, disciplinary documents, etc.
- Maintain and manage an inventory of all equipment. Work with Wellington RSO office and others to ensure supplies and equipment are provided as needed and ordered in a timely manner. Secure spare equipment and maintain accountability. Conducts periodic inspections to check on LGF at CDA residence.
- Be on-call 24 hours in case of emergencies. Perform Relief Guard duties as necessary, e.g. to stand in for a sick officer, for meals or mandatory breaks, or in the event a LGF member needs to be replaced due to safety issues and/or disciplinary action.

**Additional Duties:**

5%

- Participate in LGF hiring process if needed when hiring a new guard.
- Participate in event planning to ensure security issues are considered and planned for, i.e. July 4.
- Under the guidance of CDA and/or RSO serve as secondary liaison with Samoan authorities on security related issues (police, disaster management, fire, etc.)
- In conjunction with the CDA, appoint a “Captain of the Day” for days not personally in the office, including days serving at the residence.
- Participate as directed by the CDA in other activities and projects conducted by/for other embassy employees as needed/ appropriate.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** Completion of secondary school is required.
- b. **Experience:** Two years experience in the military, police, or private security is required. Experience as supervisor or team leader is also required.
- c. **Post Entry Training:** Explosive Detection Course; Walk-through Metal Detector Course. Ethics for New Locally Employed Staff (PA453), and Cyber Security Awareness Course (PS800). Protecting Personally Identifiable Information (PA459).
- d. **Language Level:** Level 4 Samoan (Fluent) and Level 3 English (Good Working Knowledge) is required.
- e. **Knowledge:** Must be familiar with policies and procedures for conducting and promoting effective security operations for the protection of people and property. Must also have some knowledge of both American and Samoan cultures. Must have knowledge of principles and methods of effective supervision.
- f. **Skills & Abilities:** Ability to effectively communicate with others and to obtain their cooperation. Must be able to report facts accurately in a logical, concise and objective manner. Ability to use technical security equipment and Microsoft Office (Outlook, Word and Excel). Must have strong organizational and observation skills and also maintain a reasonable level of physical fitness as this position includes some physical elements. Must demonstrate an ability to maintain highest level of confidentiality and conducts self in a professional, polite and courteous manner.

**16. POSITION ELEMENTS**

- a. Supervision Received:** Employee is directly supervised by the Foreign Service National Investigator (FSNI) and in the absence of the FSNI; the employee is supervised by the American Officer on site.
- b. Available Guidelines:** Department of State Foreign Affairs Manual (12 FAM), handbooks and Diplomatic security directives.
- c. Exercise of Judgment:** Must exercise considerable judgment in recognizing, exploring, and concluding suspicious items or incidents.
- d. Nature, Level & Purpose of Contacts:** U.S. Embassy Samoa, Wellington, and Canberra key contacts as well as Consulate General Auckland contacts.
- e. Supervision Exercised:** Exercises day-to-day supervision of the Local Guard Force (LGF).
- f. Time Required to Perform Full Range of Duties after Entry into the Position:** One (1) year.