

13. BASIC FUNCTION OF POSITION:

Provides security for U.S. Government (USG) facilities, employees and family members by performing procedures to detect, recognize and report actions directed against USG facilities and/or personnel and provides support directly or by calling for assistance. This position is required to work scheduled shifts, including weekends and holidays.

14. MAJOR DUTIES & RESPONSIBILITIES:

Conduct security functions within the parameters of the post 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.

Carries out other duties as required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. Education:** Completion of year eleven (11) secondary school (3 years high school) is required.
- b. Prior Work Experience:** One to two years 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 40 hours of intensive formal training. Upon successful completion of six monthly follow-up assessments the incumbent will be considered fully trained. 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 (e.g. digital cameras, binoculars). 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. Must demonstrate an ability to maintain the highest level of confidentiality and conducts self in a professional, polite and courteous manner.

16. POSITION ELEMENTS:

- a. Supervision Received:** Works under the general supervision of the SDC. In his/her absence, the incumbent will report to the RSO/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