



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST American Embassy, Muscat	2. AGENCY STATE	3a. POSITION NO. C-56001
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3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. No Yes All Local Security Guard Positions

4. REASON FOR SUBMISSION

a. Redescription of duties: This position replaces Position(s) No.

b. New Position

c. Other (explain) New Employee

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date
a. Proposed by Initiating Office Regional Security Officer	Local Security Guard Commander, FSN-710	7		
b.				
c.				

6. POST TITLE OF POSITION (if different from official title) Guards Supervisor	7. NAME OF EMPLOYEE
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8. MISSION OR OFFICE AMERICAN EMBASSY, MUSCAT	b. Second Subdivision REGIONAL SECURITY OFFICE
a. First Subdivision ADMINISTRATIVE SECTION	c. Third Subdivision LOCAL GUARD FORCE

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date	_____ Typed Name and Signature of Supervisor Date

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
_____ Typed Name and Signature of Section Chief or Agency Head Date	_____ Typed Name and Signature of Admin or HR Officer Date

13. BASIC FUNCTION OF POSITION:

Supervises a guard force assigned to meet and deal effectively with all security related problems concerning the safety and well being of U.S. Government personnel and property.

14. MAJOR DUTIES AND RESPONSIBILITIES: Please See Attachment.

15. Required Qualifications

A. **Education:**

Completion of elementary school is required.

B. **Prior Work Experience:**

Five years experience in military, police, private or government security directly related to guard duties. One of the five years should be in a supervisory/managerial or equivalent function.

C. **Post Entry Training:**

Training in embassy policies and procedures, guard safety, vehicle approach tactics, suspect detention techniques, baton techniques, defensive tactics, escalation of force, radio procedures motorcade operations, event security planning/management, personnel management.

D. **Language Proficiency:**

Level III (good working knowledge) in English and native fluency (level IV) in Arabic.

E. **Knowledge:**

Strong working knowledge of embassy security requirements and event security planning and management. Knowledge of host nation security requirements as they are applied among various police agencies, ministries and armed forces.

F. **Abilities and Skills:**

Must hold a valid driver's license. Must have computer word processing and spread sheet working knowledge. Must be physically fit and able to perform all facets of guard responsibilities. Must be able to deal effectively with the general public and members of the Omani government.

16. Position Elements

A. **Supervision Received:**

Directly supervised by the ARSO.

B. **Available Guidelines:**

Local guard force orders, as instructed by ARSO and RSO.

C. **Exercise of Judgment:**

Must exercise sound judgment at all times, especially when dealing with the general public.

D. **Authority to Make Commitments:**

None.

E. **Nature, Level and Purpose of Contacts:**

Host nation ministry level security agencies as well as ROP and host nation military contacts.

F. **Supervision Exercised:**

Daily supervisory responsibility for 53 guards and 4 shift supervisors

Time Required to Perform Full Range of Duties: Four months.

BLOCK 14, MAJOR DUTIES AND RESPONSIBILITIES:

1. Supervisory Duties: (35% of time)

- Directly supervises 4 local guard supervisors and indirectly supervises 53 local guards; evaluates performance of local guards on a daily basis to ensure compliance with general and specific guard orders.
- Compiles weekly guard shift schedule and manages other personnel and administrative matters pertaining to the guard force.
- Ensure guards' work schedules and annual leave is properly maintained to avoid personal shortage and/or annual leave loss.
- Conducts preliminary inquiries on irregularities, malfeasance/misfeasance and submits reports directly to the Regional Security Office.
- Recommends guards for awards for outstanding performance.
- Disciplines guards for poor performance and non-compliance with guard force orders.

2. Security Coordination: (25% of time)

- Assists the RSO in coordinating security arrangements for special functions on and off the Embassy compound.
- Facilitates access for all visitors, including VIPs and other dignitaries with due respect and protocol.
- Responsible for conducting close liaison with local Police for all vehicle accidents and incidents involving Embassy personnel.
- Assists the RSO in providing security coverage for visiting VIP delegations.

3. Training of Personnel: (25% of time)

- Provides proper orientation for all new incoming guards, to include overview of RSO security and Embassy administrative procedures.
- Maintains guard force training logs and ensures guard force personnel attend training sessions when required.

4. Vehicle/Equipment Maintenance: (10% of time)

- Ensures that weekly maintenance of the X-ray and Itemiser explosive detection machines is completed properly.

- Prepares work orders to facilities maintenance to ensure all gates, barriers, security lights and guard force equipment are in proper working order.
- Coordinates with motor pool for preventive maintenance repairs of four security vehicles and Ambassador's vehicles.

5. Other duties as assigned by the RSO.

(5% of time)