

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Completion of high school is required
- b. Prior Work Experience: Minimum two years of military, police, or private experience in the field of security required. At least one year of supervisory experience required.
- c. Post Entry Training: On the job training for specific operational environment; Surveillance detection and related security training will be provided.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read): Level 3 (good working knowledge) in written and spoken English required. Level 4 (fluency) in host country language required.
- e. Job Knowledge: This position requires thorough knowledge of surveillance techniques, familiarity with normal traffic patterns, pedestrian behavior, Embassy facilities, and travel routes. Knowledge of host country law enforcement capabilities is desirable. Experience in the preparation of reports and schedules.
- f. Skills, and Abilities: Must possess a valid Panamanian driver's license type "C", and the ability to manage the work of others in a small team environment. Must know how to operate communication equipment and cameras is required. Program management skills and organizational ability is desirable.

16. POSITION ELEMENTS

- a. Supervision Received: Daily supervision from the Assistant Regional Security Officer (ARSO).
- b. Supervision Exercised: Directly supervises and provide daily guidance to four (4) surveillance detection contract employees.
- c. Available Guidelines: The Foreign Affairs Manual, Foreign Affairs Handbook, SD Management and Operations Field Guide, DS Instructions and procedures handbook, and supervisory instructions.
- d. Exercise of Judgment: Independently plan and supervise routine SD program activities and determine best courses of action in threat situations.
- e. Authority to Make Commitments: No specific authority, but may recommend purchases of material and equipment to support SD program requirements.
- f. Nature, Level and Purpose of Contacts: Contacts are primarily with members of the SD Unit, the RSO, the ARSO, Human Resources staff, Financial Management Office staff, the Foreign Service National Investigators (FSNI's), local or national law Enforcement Officials, and Law Enforcement Officials of USG agencies at post.
- g. Time Expected to Reach Full Performance Level: Six months to one year.

14. Major Duties and Responsibilities (Cont.)

35 % of time

Supervises the daily operational planning and deployment of the SD contractor team as directed by the RSO and ARSO, to include the scheduling and coordination of their daily patrol areas. Responsible for management and operations of all fixed and rotational surveillance detection posts. Publishes work schedule and ensures that SD contractors are properly posted and briefed on any special orders. Ensures that SD equipment and vehicle is properly accounted for and maintained.

20% of time

Writes, updates, and implements SD operational plans as well as general and special post orders as directed by the RSO/ARSO. Responsible for the equipment in the office by ensuring equipment is locked at night and that only those authorized uses the equipment. Also, due to experience, incumbent is expected to recommend purchase and/or replacement of equipment when current equipment gets damage or gets old. Responsible for the office expendable supplies. Must ensure there is sufficient supplies in stock and expendable supplies are use properly. Responsible for managing a petty cash of approximate \$50.

15% of time

Ensures that SD reports are documented and entered into the SD database. Develops, translates, and maintains daily and weekly surveillance activity reports for the RSO/ARSO. Reports to the RSO/ARSO immediately when any surveillance of potential hostile activity directed towards on Mission facilities or personnel is detected. Prepares and briefs route and facility surveys for RSO/ARSO.

10% of time

Assists RSO/ARSO with coordination, liaison, and interpretation between U.S. Embassy Officials, Panamanian law enforcement officials, and other Government of Panama agencies. Interacts with local police when residential security may have been breached and provides pertinent information to police to assist in investigations. Provides interpretation support for visitors and delegations from U.S. law enforcement agencies on official business.

10% of time

Ensures that the SD contractor team is current in training. Conducts and supervises training of the SD contractor team on regulations, procedures and in the use of technical equipment.

5% of time

Other related duties as assigned.