

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: **VA – LOCAL GUARD COORDINATOR**

Office: **HR**

No. **16 - 030**

Date: **3/1/16**

Reference: **N/A**

OPEN TO: All Interested Candidates / All Sources

POSITION: **LOCAL GUARD COORDINATOR**
Full-performance level: FSN-8

OPENING DATE: March 1, 2016

CLOSING DATE: March 15, 2016

WORK HOURS: Full time

SALARY: **Ordinarily Resident (OR):**
Full Performance level – FSN-8
Developmental level – FSN-7

Not-Ordinarily Resident (NOR) *:
Full Performance level - FP-6
Developmental level - FP-7

**Final grade/step for NORs will be determined by Washington.*

Note 1: **ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

Note 2: **All positions advertised are subject to availability of funds.**

Note 3: **U.S. Citizens including U.S. Veterans who are not AEFMs (see definitions section), if hired, will be paid under the Local Compensation Plan.**

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.

2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Mission in *Quito, Ecuador* is seeking eligible and qualified applicants for the position of LOCAL GUARD COORDINATOR in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

This subordinate (LGC) locally employed staff (LE Staff) member is responsible for the first-line management and supervision of the local guard personnel resources. As directed by the Regional Security Officer (RSO), the LGC is responsible for the development of the Local Guard (LG) components of facility defense and reaction plans for the following official facilities; Chancery, Ambassador's Residence, Peace Corps compound, all Mission personnel residences, and offsite warehouse.

The incumbent is responsible for the daily management and oversight of guard personnel and resources; assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting the RSO with guard contract administration, contractor monitoring and performance oversight; and providing/monitoring the local guard training program. The incumbent assists the RSO with resource management of the local guard contract budget valued at approximately \$1,100,000 annually; coordinating security planning and drills for facilities and residences with host-nation security forces; and assisting the RSO in the development of logistical and financial plans.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- a. **Education:** Two (2) years of general college studies equivalent to four semesters at a U.S. college or university is required.
- b. **Experience:** Minimum three years of progressively responsible experience in the commercial security guard business, civilian or government police, or military, including one year of supervision is required.
- c. **Language Proficiency:** Level III (Good working knowledge) English and Level IV (Fluent) Spanish are required.
- d. **Knowledge:** Strong knowledge of physical security protection, standard security practices and procedures, working knowledge of budget formulation and tracking, thorough knowledge of host country operational environment, language, law and security entities; and historic criminal and terrorist threats and operational tendencies are required.

- e. **Abilities and Skills:** Analytical abilities, ability to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations, writing skills and strong presentation and public skills, comprehension, ability to understand DS and State Department budgeting process and ability to develop LG budget and communicate requirements to post Financial Management Office, DS/IP/OPO/FPD and other Agencies, ability to coordinate with U.S. Officers and host-government police on security issues impacting the Embassy and its constituent posts, strong skills in MS computer applications. (Word, Excel, PowerPoint, Outlook, etc.) are required.

Please note that any or all of the above required qualifications may be tested.

FOR FURTHER INFORMATION

The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://ecuador.usembassy.gov/news/job-opportunities.html> and/or by contacting the Human Resources Office by email to hroquito@state.gov.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

5. The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.
6. Employment eligibility criteria for this position were established by the hiring supervisor.
7. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
8. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes language test results and documentation requested.
9. The Embassy will review work references or ask applicant for support documentation of any of the information submitted on applications.
- 10. The developmental level will be based on the qualifications and experience of the applicant; minimum time of developmental level 52 weeks on the job.**

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, work and/or residency permits, etc.).

IMPORTANT

Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

SUBMIT APPLICATION TO

- 1) Per email (*preferred method*)
E-mail: hroquito@state.gov
- 2) Per hand delivery (*please note this method often results in applications not getting any form of response on the recruitment process*)

American Embassy
Avigiras E12-170 y Av. Eloy Alfaro
Attention: Human Resources

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

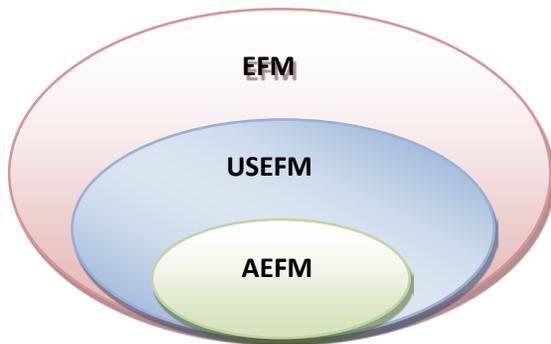
CLEARANCES

ARSO, ERey: _____

HRO, KConole: _____

FMO, EHamrick: _____

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in

Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and

- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">QUITO</p>	2. Agency <p style="text-align: center;">RSO, DoS</p>	3a. Position Number <p style="text-align: center;">QE A56-005</p>
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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.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) VACANT

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	LOCAL GUARD COORDINATOR, 0710	FSN-8	<i>RE</i>	2.29.16
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">LOCAL GUARD COORDINATOR, 0710</p>	7. Name of Employee <p style="text-align: center;">VACANT</p>
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8. Office/Section <p style="text-align: center;">RSO</p>	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. <p style="text-align: center;">EDDIE REY, ARSO</p> _____ Printed Name of Supervisor Date (mm-dd-yyyy) <i>2-25-16</i>
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Employee Signature	Supervisor Signature
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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. <p style="text-align: center;">RSO</p> _____ Printed Name of Chief or Agency Head Date (mm-dd-yyyy)	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. <p style="text-align: center;">Teena Ege, FRC Regional HRO, WHA/EX/FRC</p> _____ Printed Name of Admin or Human Resources Officer Date (mm-dd-yyyy) <u>2.29.16</u>
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Chief or Agency Head Signature 	Admin or HR Officer Signature
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13. Basic Function Of Position
 This subordinate (LGC) locally employed staff (LE Staff) member is responsible for the first-line management and supervision of the local guard personnel resources. As directed by the Regional Security Officer (RSO), the LGC is responsible for the development of the Local Guard (LG) components of facility defense and reaction plans for the following official facilities; Chancery, Ambassador's Residence, Peace Corps compound, all Mission personnel residences, and offsite warehouse.
 (see addendum for continuation...)

14. Major Duties and Responsibilities 100 % of Time

The LGC provides comprehensive management advice to the RSO, on the operational, contractual, and financial aspects of the local guard program under their area of responsibility. The incumbent is a senior member of the Defensive Planning and Support Staff (DPSS). The incumbent assists the RSO in the formulation of annual local guard (LG) program budget, provides justification statements, and drafts official cables for RSO approval; assists with monitoring the LG portion of budget execution and recommends changes to budget plans/programs based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc.

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(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Two (2) years of general college studies equivalent to four semesters at a U.S. college or university is required.

b. Prior Work Experience

Minimum three years of progressively responsible experience in the commercial security guard business, civilian or government police, or military, including one year of supervision is required.

c. Post Entry Training

80 hour Guard Certification Course and 16 annual hours of recertification every year (12 FAH 7 requirements). Employee will also undergo Embassy First Responder Training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level III (Good working knowledge) English and Level IV (Fluent) Spanish are required.

e. Job Knowledge

A strong knowledge in physical security protection, standard security practices and procedures, developing and deploying of community-style policing (mobile patrol) models, creation of defensive security plans, and good working knowledge of standard security equipment and digital cameras is required.
(see addendum for continuation...)

f. Skills and Abilities

The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations. (see addendum for continuation...)

16. Position Element

a. Supervision Received

Direct Supervision from the Assistant Regional Security Officer (ARSO); indirect supervision from the RSO.

b. Supervision Exercised

Directly supervises one guard force commander, three first-level guard shift supervisors, and 96 guards.

c. Available Guidelines

320 FAM, 330 FAM, 12 FAH 7, 12 FAH 8, Surveillance Detection Management and Operations Field Guide, 3 FAH 2, 12 FAH 2, 12 FAH 2, 14 FAH 2, 2 FAH 2 and 12 FAH 5.

d. Exercise of Judgment

The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

In coordination with the RSO/FSNI, the LGC must be able to develop and maintain contact with mid-level host-government security officials and security professionals in the American business community, and at schools and other public venues normally frequented by American employees and their dependents.

g. Time Expected to Reach Full Performance Level

One year.

Addendum 1

ADDENDUM 1

Guard Oversight, Performance, & Contract Issues - 90% of Time

The LGC provides daily oversight of guard performance and provides supervision for guards' at all official facilities, residential properties and mobile patrols, documenting deficiencies and recommending corrective courses of action; creates work schedules; and reviews timesheets/invoices for errors. The incumbent provides oversight of approximately 100 LG personnel.

The incumbent will be highly familiar with Diplomatic Security's program guidance (12 FAH 7 and 12 FAH 8), the Department's budget process and allotment tracking tools, local guard contracting, host country labor law, post labor regulations, procedures and practices, Department of State labor management regulations, and other procedures and policies as directed by DS/IP/OPO/FPD.

In coordination with the Foreign National Service Investigators (FSNIs), the LGC will develop and maintain mid-level contacts with host nation security forces and contract company management. The incumbent develops background material for use by the RSO in conducting security related negotiations and may act as an interpreter during the course of such negotiations where nuance of language meaning is important. The incumbent attends professional meetings and reviews a variety of published materials on security related issues such as books, technical journals, magazines and government reports. The incumbent prepares a broad range of reports on the local security environment, provides professional presentations on security theory and practice, and provides other administrative and operational reports as required.

As the senior DPSS member responsible for local guard operations at all official facilities and residential properties, the incumbent assists in the development and maintenance of a comprehensive, complex, and integrated operational, financial, training, communication, and logistical plans for the LG portion of the Integrated Security Plan (ISP). The LGC is responsible for the development of a Facility Deployment Overlay (FDO) of each official facility and residence. In addition, the incumbent is responsible for the creation and maintenance of the LG orders and ensures that LG orders and standard operating procedures are consistent with the ISP and that the responsibilities for executing the plan is fully understood by all levels of LG personnel assigned at official facilities and residences. The incumbent plans for and conducts tests and drills as directed by the RSO to ensure normal and emergency LG operating procedures are properly functioning and makes recommended changes as required.

The LGC will be responsible for making recommendations affecting the content and character of the LG program by interviewing prospective candidate's and reviewing employment packages to ensure that all the requirements for LG qualifications have been met; ensures that initial and updated background checks are conducted on prospective LG personnel as required; coordinates these actions with the FSNI and the RSO.

The LGC will be designated as a First Responder to emergent situations and is therefore re-callable to duty at any time and may undergo additional training. In addition, the incumbent will personally review all LG operations at official facilities and residences on a regular basis across the spectrum of their operational hours to ensure that LG personnel are alert and performing their functions as required by the ISP and LG orders.

At the direction of the RSO, the incumbent will plan for, coordinate, and arrange host-nation security force response plans and joint exercises (tabletop and actual) for emergent situations.

The LGC will be required to maintain inventory of both Government Owned Equipment and Contractor Furnished Equipment utilized by the LG program; establish reorder points for expendable supply items and schedules for non-expendable supplies, digital cameras and recorders, cellular telephones, radios, vehicles, and required office furniture, training equipment, etc. required to support the LG program; assist the RSO in the conduct of hands-on biannual inventories of LG equipment and reports the result to the RSO and maintains these records in accordance with standard record keeping policies. The incumbent will ensure that all security equipment is operational and develops systems and procedures to coordinate required maintenance.

The incumbent will ensure that all LG personnel are qualified in the use of all weapons used by the guard force; certify LG firearms qualification results and satisfactory completion of required training. To this end, the LGC must be expertly familiar with the LG weapons systems, with Diplomatic Security rules and regulations regarding Special Protective Equipment, with host nation weapons laws, contract firearm qualification requirements, and with post's firearms and use of force policies.

Incumbent verifies, supports, facilitates and conducts training of 100 LG personnel including initial orientation to the Embassy and description of U.S. Embassy assets to be protected, explaining the role of the LGs in cases of fire, explosions, bomb search, building evacuation; gives chemical/biological awareness and countermeasures briefings, ensures required maintenance of explosive detection equipment, is familiar in the operation of all explosive detection and X-ray inspection equipment.

The LGC briefs the RSO on a regular basis on LG operations and incidents.

The incumbent formulates the LG portion of the annual program budget for all LG positions at official facilities and residences, provides justification statements, and drafts official cables for RSO approval; monitors LG budget execution and recommends changes to budget plans and/or LG program based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc. The LGC maintains contact with post Financial Management, Human Resource and General Service offices.

Back-up Duties & Special Events - 10% of Time

Incumbent may also be assigned security management duties during special events.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

13. Basic Function Of Position (continuation...)

The incumbent is responsible for the daily management and oversight of guard personnel and resources; assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting the RSO with guard contract administration, contractor monitoring and performance oversight; and providing/monitoring the local guard training program. The incumbent assists the RSO with resource management of the local guard contract budget valued at approximately \$1,100,000 annually; coordinating security planning and drills for facilities and residences with host-nation security forces; and assisting the RSO in the development of logistical and financial plans.

15. QUALIFICATIONS REQUIRED

e. Job Knowledge (continuation...)

Working knowledge of budget formulation and tracking, a thorough knowledge of host country operational environment, language, law and security entities; and historic criminal and terrorist threats and operational tendencies are required.

f. Skills and abilities (continuation...)

Writing skills encompass critical analysis of defensive LG operations at official facilities and residences, the preparation of complex reports and plans, preparing written justification statements for the LG program budgets, drafting requests for additional services and answering questions from DS/IP/OPO/FPD about program performance, funding, or other issues. Must be able to collect and present facts and recommendations in a clear, concise manner.

The incumbent must have strong presentation and public speaking skills to conduct conferences with contractors, host-government security officials, and security officials of the local American business community, post management, and others as required in support of the LG program. Composure and self-control are required in situations of acute questioning or adversarial situations to secure host-government support for post's security, to defend proposed budgets or operational procedures. In coordination with the FSNIs, must be able to develop and maintain contacts with mid-level host government security officials.

Must be able to comprehend and present complex, detailed financial and related information in a concise and professional manner, and maintain effective internal working relations with post's Financial Management Office, DS/IP/OPO/FPD, and others as required. Ability to understand DS and State Department budgeting process and ability to develop LG budget and communicate requirements to post Financial Management Office, DS/IP/OPO/FPD and other Agencies.

In coordination with the FSNI, must have the ability to coordinate with U.S. Officers and host-government police on security issues impacting the Embassy and its constituent posts.

Must possess strong skills in Department-approved productivity software (Word, Excel, PowerPoint, Outlook, etc.) to create professional reports and memorandum, spreadsheets and presentations, and be able to communicate clearly through email.