

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 19-2010

OPEN TO: All Interested Candidates Within and Outside the Mission

POSITION: Local Guard Coordinator

OPENING DATE: October 7, 2010

CLOSING DATE: October 22, 2010

WORK HOURS: Full-time; 40 hours/ week

GRADE: *Not-Ordinarily Resident: FP--07 (To be confirmed by Washington)
*Ordinarily Resident: FSN Grade 07

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Local Guard Coordinator. The position is located in the Regional Security Office and reports to the Assistant Regional Security Officer.

FUNCTIONS OF THE POSITION:

Coordinates the activities of Local Guard personnel and resources (valued \$3,169,561) assigned to all Mission offices and residences. Activities includes developing of mechanism for defense and reaction plans for all Mission facilities (new embassy compound, Peace Corps office facilities, Embassy residences, and Peace Corps housing). Assists in coordinating security planning and execution of drills; assists with logistics and financial planning; assists the RSO with guard contract administration and monitoring. Acts as Liaison between the RSO office and Sierra Leone security forces.

Provides comprehensive management advice to the Regional Security Officer on the operational, contractual, and financial aspects of the local guard program under their area of responsibility. As the senior member of the Defensive Planning and Support Staff (DPSS), provides supervision of the DPSS staff in absence of the DSC and SDC as required. 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 in budget plans and/or 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.

Provides daily oversight of 147 guard performance and supervision for guard's at all official facilities, residential properties and mobile patrols, documenting deficiencies and recommending corrective courses of action; creates work schedules; and reviews timesheets for the LG assigned to official facilities and residences for errors.

In coordination with the Foreign Service National Investigator (FSNI) develops and maintains mid-level contacts with Sierra Leone security forces, maintains contact with the guard contract management, and develops background material for use of the RSO in conducting security related negotiations. Acts as interpreter during the course of such negotiations where nuance of language meaning is important. Attends security awareness meetings and reviews a variety of published materials on security related issues such as books, technical journals, magazines and government reports. Prepares factual reports on the local security environment. Conducts presentation on security theory and practice, and provides other administrative and operational reports as required.

Assists in the developing and maintaining a comprehensive, complex, and integrated operational, financial, training, communication, and logistical plans for the LG portion of the Integrated Security Plan (ISP). Develops the Facility Deployment Overlay (FDO) for each official facility and residence. Create the LG orders for official facilities, and residences, 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 Mission facilities; ensures orders are available at each post; 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.

Makes 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 background checks are conducted on prospective LG personnel, ensures updates are performed as required, and coordinates these actions with the FSNI and the RSO.

Is designated a First Responder to emergency situations and is therefore re-callable to duty at any time. Check 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.

Full details on position description is available in the Human Resources office.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of Secondary School required.
- 2. Experience:** Four years of progressively responsible experience in commercial security guard business, criminal justice, civilian or government police, or military, of which two years must have been office Administrative and finance work in any of the above establishments.
- 3. English Ability:** Level 3 (good working knowledge) of spoken and written English; Level 3 of spoken Krio required.
- 4. Knowledge:** 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. Basic 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.
- 5. Other Skills:** Analytical abilities, originality of ideas, creative solutions, Ability to exercise sound and independent judgment on institutional capabilities and the adequacy of security systems and controls. Ability to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations. Good writing skills that encompass critical analysis of defensive LG operations at official facilities and residences.
- 6. Interpersonal skills:** Good oral communication skills. Must be able to establish and maintain contacts with the Police, Military and local security institutions. Must be able to collect and present facts and recommendations in a clear and concise report.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

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

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html or
2. A current resume or curriculum vitae that provides the same information as a DS-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application Local Guard Force Coordinator)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or

uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 22, 2010

The US Mission in Freetown 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.