



U. S. Department of State

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;">Lome, Togo</p>	2. Agency <p style="text-align: center;">Departement of State</p>	3a. Position Number <p style="text-align: center;">357801-A56003</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) A56003 , (Title) Security Investigator (Series) 0705 (Grade) FSN-8

b. New Position _____

c. Other (explain) Vacancy announcement

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	SECURITY INVESTIGATOR - 0705	FSN-08		
b. Other				
c. Proposed by Initiating Office				

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

9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">VACANT</p>	10. This is a complete and accurate description of the duties and responsibilities of this position. <p style="text-align: center;">Senior Security Investigator</p>
Printed Name of Employee _____ Date (mm-dd-yyyy) _____	Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____

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;">Regional Security Officer</p>	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;">A/Management Officer</p>
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
 Serves as Embassy Lome's Foreign Service National Investigator (FSNI). Provides investigative support to all USG agencies within Togo as directed by the RSO. Maintains liaison with all host government's security and police organizations. Supervises Togolese soldiers and gendarmes who help guard embassy perimeters. Will occasionally be asked to assist RSO in response to emergency situations involving Americans or locally engaged staff. The position will be asked to meet these demands in high-stress and possibly dangerous environments. Serves as backup to the Senior Security Investigator.

14. Major Duties and Responsibilities _____ % of Time
I - PRE-EMPLOYMENT SECURITY & SUITABILITY INVESTIGATIONS 40%

This position is responsible for completion of pre-employment security and suitability investigations for all Foreign Service National (FSN) employees in Togo as directed by the RSO. This includes FSNs for the State Department and Peace Corps as well as local guard force contractors working at the Embassy. The investigation involves personal interviews, reference checks, police checks, and neighborhood verification. This position is also responsible for conduction the required five years update on all FSN and contract employees. (To be cont'd)

(See Addendum 1)

(Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

A college degree is required.

b. Prior Work Experience

One to two years' experience in law enforcement, investigative type work or any qualified security professional activity is required. For example, security guard, internal investigations, bodyguards, etc..

c. Post Entry Training

Thorough knowledge of Embassy's security policies and procedures, with emphasis on Bureau of Diplomatic Security's investigative procedures and techniques. Sound knowledge and experience with legal and court procedures in Togo, as related to RSO operations.

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) reading and speaking English and French is required. Level III (good working knowledge) speaking Ewe and Mina is required.

e. Job Knowledge

A sound working knowledge of the FAM pertaining to security and DS instructions and procedures. Thorough working knowledge of documentary sources of information and familiarity with local and regional laws pertaining to marriage, divorce, adoption, military service, etc.

f. Skills and Abilities

Must have ability to conduct investigations at all levels within Togo. Professional and positive personality is necessary to have access to host government's police and security agencies. Ability to exercise initiative and resourcefulness in obtaining information or evidence. Must have a driver's license (category B) and be expert in driving cars/vans. Must be computer literate.

16. Position Element

a. Supervision Received

Is directly supervised by the Senior Security Investigator and indirectly by the RSO.

b. Supervision Exercised

The position has limited supervisory responsibilities. In the absence of the Senior Security Investigator, supervises 15-20 gendarmes.

c. Available Guidelines

Foreign Affairs Manuals and investigative segments for the Post Security Officer Handbook.

d. Exercise of Judgment

A high degree of judgment is required to be effective in investigative work. Innate knowledge and discrete judgment of host country's social mores and practices is essential. Judgment relating to knowledge of the Privacy Act and individual's rights is critical.

e. Authority to Make Commitments

The incumbent is tasked with determining which investigations required further pursuit and to cover all aspects developed during an investigation. Authority involves complex and sensitive cases. Incumbent's advice is used as a basis to certify or revoke certification of FSN employees.

f. Nature, Level, and Purpose of Contacts

Incumbent must have wide range of contacts within civilian and military services. Incumbent must be able to act as liaison at the highest levels of Government and on a continuing basis be able to arrange appointments with the Ministers of Interior and Justice. It is essential for the incumbent to provide continuity to the Regional Security Office and contacts at the highest levels of the host government are a requirement to assist with investigations and embassy security matters.

g. Time Expected to Reach Full Performance Level

Clerical positions generally require three-six months. Most technical and senior level positions normally require one year in order to perform recurring responsibilities at an effective level of performance. If more than one year is required, training levels should be considered.

Addendum 1

14. Major duties and responsibilities: Cont'd

II - LIAISON & PROTECTIVE SECURITY 30%

As directed by the RSO, this position is responsible for maintaining liaison with police and security forces at the highest levels of the GOT; assists the RSO in obtaining Togolese assistance with investigations, both security and criminal; arranges for protective security of VIPs that visit Togo; participates in exchange of information relative to criminal terrorist activities. Position is also responsible for various security escorts and emergency response to accident and crime scenes with the RSO or independently.

Liaises with Police, Gendarmes, and other Togolese officers to prepare them for trainings and to conduct required vetting checks. Translates official letters, documents, and correspondence between English and French.

III - MISCELLANEOUS INVESTIGATIVE RESPONSIBILITIES 20%

1. The position is responsible for completing miscellaneous investigations that are required by the Department of State and other Foreign Service Posts.

2. The position is responsible for assisting and advising the RSO and other Federal investigators in investigations involving allegations of fraud, theft, embezzlement, or other violations of law

3. Assists in investigations of traffic accidents, thefts, and deaths

IV - OTHER DUTIES AS ASSIGNED BY RSO 10%

Assists in emergency responses and drills

Assists Embassy in protocol duties involving visiting dignitaries, including participating in airport arrivals and departures.