



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)

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| 1. Post KAMPALA | 2. Agency STATE | 3a. Position Number 560001 |
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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) **PD UPDATE** _____

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
|----------------------------------|---|-----------|----------|----------------------|
| a. Post Classification Authority | SENIOR LE STAFF INVESTIGATOR FSN-705 | 09 | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

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| 6. Post Title of Position (If different from official title) | 7. Name of Employee |
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| 8. Office/Section RSO | a. First Subdivision INVESTIGATIONS |
| b. Second Subdivision | c. Third Subdivision |

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| 9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee Date (mm-dd-yyyy) | 10. This is a complete and accurate description of the duties and responsibilities of this position. Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy) |
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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. Printed Name of Chief or Agency Head _____ Signature of Section 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. Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy) |
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Serves as the Senior LES Investigator in the Regional Security Office (RSO) and is responsible for maintaining liaison with top-level Ugandan Police, Security, and Immigration Officials. Personal contacts are maintained and developed at all levels of Government to include; top ranking officials, senior management and sub-ministerial level officials on occasion. Required to possess expert knowledge of local Police Procedures and Ugandan law and use that knowledge to provide guidance and advice to the RSO on all matters of legal and procedural issues related to the Ugandan Police and judicial systems. Required to provide direct supervision to a team of six LES Investigators, provide indirect supervision to two contract LES Background Investigators and a Security Clerk located on compound. Also manage sensitive criminal investigations that have importance to US Government and its interests. Must review and approve detailed and concise reports of investigation written by staff. Required to write well-crafted official documents and briefing papers on relevant issues for review by the RSO. Also must be able to brief other members of the Mission community, and top ranking Government of Uganda officials on

IMMEDIATE SUPERVISION OF 6 EMPLOYEES - (50%)

Incumbent is the Senior Locally Employed Staff Investigator (S/LESI), working directly for the Regional Security Officer and supervising a staff of six employees. Incumbent supervises, trains, and mentors six LESIs on investigative techniques, simple and complex investigations, office procedures, U.S. Government security operations, report writing, interview skills, employee background investigations and various other security related tasks.

Incumbent indirectly supervises one Administrative Clerk in investigative requirements, preparation of simple investigative memoranda, maintenance of investigative files, maintenance of investigative computer files and databases and electronic record keeping, creation, office procedures, and embassy organizational structure.

Incumbent is the back up to the Defensive Systems Commander in the task of supervising the daily implementation of approximately 35 armed Ugandan Police Officers under an existing agreement with the Ugandan Police Force to provide protection for five U.S. facilities around Kampala. This requires weekly organization of these officers and oversight of the documentation and distribution of \$50,000 per annum stipends provided to these officers.

INVESTIGATOR, OFFICIAL LIAISON AND SENIOR ADVISOR FOR THE RSO (50%)

Incumbent manages and coordinates all aspects of post's LES Investigator (LESI) Program, including police liaison, investigations, and security operations. The S/LESI serves as the embassy's primary LES liaison with all departments and offices of Ugandan Police Force (UPF), Civil Aviation Affairs (CAA), and the Special Forces Command, as well as senior officials from the Ministry of Interior and other GOU security service organizations. SLESI is authorized to initiate independent correspondence with host country contacts on behalf of the RSO on all routine office issues, and communicates directly with director level personnel holding ranks of Brigadier General and higher.

As an Investigator, Incumbent oversees all Post's LE Staff background investigations and criminal investigations involving LE staff, ensuring all leads of all investigative categories are followed up and submitted in timely fashion. Will also insure all other investigations such as vehicle accidents and threat investigations are followed up appropriately. C/FSNI deals directly and works cooperatively with all other embassy security sections, ensuring all Surveillance Detection Unit (SDU) surveillance reports and Local Guard Force (LGF) personnel records checks are followed up. The incumbent will be the focal point for Oversees fingerprinting of American employees for background investigations.

Incumbent will work with the Body Guard Officer in Charge to ensure all liaison and protective resources are appropriately assigned to visiting VIPS and CODELS. Incumbent works closely to ensure all embassy external events receive full protective coverage, and works to deploy local GOU resources to maximize security effectiveness. Incumbent works cooperatively with all other mission security sections on issues that affect their areas, and assists all other sections with security advice and recommendations as needed. Incumbent may be asked to provide onsite security support on an needed basis at official facilities and/or public venues. Incumbent works closely with GOU on USG sponsored counterterrorism and antiterrorism training courses in determining participant lists and obtaining GOU training venues.

As Senior LES Advisor to the RSO, Incumbent keeps RSO informed of the latest political, security, and terrorism developments, and provides analysis of the impact such information may have on the mission's security posture, as well as recommendations for vulnerability mitigation.

Incumbent assists with coordinating senior level liaison with GOU security services. Incumbent arranges for and may accompany RSO and other DS personnel on visits to the GOU authorities.

15. Qualifications Required for Effective Performance

a. Education

Completion of secondary school (both O and A' level) is required.

b. Prior Work Experience

Incumbent must have been employed by Kampala's security services (NON-MILITARY) for a minimum of six years, and must have achieved the rank of Assistant Inspector of Police. Must have experience acquired by working in the field, not just office work. Incumbent must have been employed at some point as a criminal investigator or someone with investigative responsibilities. Incumbent must have good organizational and intellectual skills.

c. Post Entry Training

Familiarization period of 30 days to allow for orientation and familiarization with DOS regulations and security handbooks. Investigative service training and computer training will be provided as available.

d. Language Proficiency: list both English and host country language(s) by level of specialization.

Level IV (fluent) written and spoken English ability is required. Incumbent must have good familiarity (level III) in Luganda and Swahili.

e. Knowledge

Incumbent must have extensive advanced knowledge of the entire embassy structure and hierarchy, each agency within the embassy, and what each agency's specific responsibilities are. For example, Incumbent must have the knowledge of how and why the Consular section needs to get into prisons, and sometimes independently speak with police officials – and further to have the ability to facilitate this to the ultimate benefit of the mission, etc. Incumbent must have knowledge of USG policies and goals in the region, including security goals and political initiatives, and must have an understanding of the impact certain requests or embassy security initiatives may have. Incumbent must understand the regional responsibilities of certain other embassies, i.e. USSS and DEA from Pretoria and DHS and FBI from Nairobi, in that incumbent provide assistance to these entities for their Uganda investigative needs.

f. Skills and Abilities

Incumbent must have expert investigative skills in order to successfully carry out criminal and administrative investigative responsibilities, as well as background investigations. Must have an advanced understanding of how to provide security for personnel and facilities. Must know how to use radio equipment, and other specialized law enforcement and security equipment. Incumbent must be able to use computers, and have knowledge, or be able to obtain knowledge, of windows based Microsoft Office products. A driver's license is required and incumbent must be able to pass an official driving test.

16. Positions Elements

a. Supervision Received

The incumbent received direct supervision from the RSO.

b. Available Guidelines

Mission guidelines and DOS security policies and guidelines. DSS standards and procedures. Local police procedural guidelines.

c. Exercise of Judgment

The incumbent will be required to exercise excellent judgment under stressful and chaotic environments. The decisions the individual makes must be above reproach and in line with all rules and regulations and at times could have life and death implications.

d. Authority to Make Commitments

Has authority confirm and proceed with previously cleared commitments on behalf of the RSO. Can initiate independent and un-cleared commitments such as determining when it is in the UGS's best interest to employ additional police or when to ask for and dispatch additional security resources to an area. Commitment parameters are defined by the RSO as necessary.

e. Nature, Level and Purpose of Contacts

Incumbent must have close pre-existing contacts at the highest levels of the GOU security infrastructure in order to get much of the office's work accomplished. Position requires an individual with extensive experience and extensive reach into GOU security infrastructure in order to acquire quick help during both routine and emergency situations. The position must elicit respect from all external RSO contacts, and have the ability to garner support for all manner of missions – protective, investigative, and administrative. I.E. Ability to reach out to external contacts in order to obtain access to crime scenes of terrorist incidents in an attempt to acquire critical real time information by which RSO can quickly make informed decisions regarding embassy security posture.

f. Supervision Exercised

Manages staff of 6 LE Staff Investigators FSNIs, and indirect supervision to two contract background investigators and a security clerk.

g. Time Required to Perform Full Range of Duties after Entry into the Position

One year