

Addendum 1

operational and fiscal justification for increases or decreases in LGF deployment, review for correctness and approve contractor's monthly invoices for regular and additional Local Guard Force services averaging in excess of \$120,000 per month against annual contractual funding of some 1.2 million U.S. dollars. Additionally, exercise oversight responsibility of \$50,000 in non-contractual operating funds annually associated with ZPS MOA and related cost. 10%

c. Training, Liaison and Recruitment - direct initial, yearly and specialized training courses for the Guard Force Company, Surveillance Detection Unit, and Zambia Police Service. Conduct specific instructional blocs involving specialized or U.S.G. proprietary knowledge, ensure quality control of recruits. Serve as conduit for liaison and cooperation between ZPS, LGF, and SD 20%

d. Liaison, Customer Service, and Coordination: Develop effective relationship with Guard Contractor and guard service clients (State, DAO, USAID, CDC, Peace Corps, and OTA). Ensure appropriate customer feedback and responsiveness to clients concerns. Actively strengthen relationship with ZPS, MSG Detachment, FSN Investigators and SD unit to ensure effective integration of all Post's security elements. 20%

15. Qualifications Required For Effective Performance

a. Education

Two years post secondary/ High School qualification in Business Administration/ Management or related field is required

b. Prior Work Experience

Minimum three years supervisory experience with the police, military or security background is required; prior experience with large-scale force protection operations and U.S. Embassy (or other civilian), high-budget security operations is required

c. Post Entry Training

Use and maintenance of government-owned and operated explosive detection equipment.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

English level IV (fluent) and level III (good working knowledge) of one local language is required. Ability to analyze a problem and to communicate orally and in writing at an executive level.

e. Job Knowledge

Access control, manpower control, applicable labor laws, force structure management and budget review. Additionally, knowledge of improvised explosive devices is required.

f. Skills and Abilities

Excellent oral and written communication ability. Advanced knowledge and experience in the use of word processing and spread sheets, formal and street interview techniques, conflict resolution; self-defense is required.

16. Position Element

a. Supervision Received

Works under general supervision of ARSO in Regional Security Office.

b. Supervision Exercised

Exercises daily operational supervision of the local guard force comprising some 270 contractor administered security personnel.

c. Available Guidelines

12 FAH-7 Local Guard Program Handbook. Local Guard Force Contract.

d. Exercise of Judgment

Must exercise independent judgment and decision-making in wide variety of daily supervisory tasks, to include security coordination for special events, as well as in recommending and formatting changes to security procedures, the force structure, and the related Statement of Work in the LGF contract.

e. Authority to Make Commitments

Exercise oversight responsibility for some \$50,000 in non-contractual operating costs associated with ZPS Memorandum of Agreement. Operations to include discretionary initiative, subject to ARSO approval, for Petty Cash or Purchase Order billings for goods and services averaging \$10,000 per annum.

f. Nature, Level, and Purpose of Contacts

Multi-level from routine orders, guidance, reprimands of guard force personnel, regular coordination with the contractor's Program Manager, briefings on security concerns to embassy and outside parties, issues of security coordination, force structure modification, surveillance operations, directing host country Police personnel, and guard force morale and welfare with ARSO and, as appropriate, senior embassy staff.

g. Time Expected to Reach Full Performance Level

One year.