



15. Qualifications Required For Effective Performance

- a. Education  
Completion of High School is required.
- b. Prior Work Experience  
3 Years in Security, Law Enforcement, Military, Investigations, Bodyguard or Personal Protection is required.
- c. Post Entry Training  
One week of training at the Diplomatic Security Training Center for bodyguard operations.  
On the job training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
French Level 4 Speaking / Level 3 Reading is required.  
English Level 3 Speaking / Level 3 Reading, is required.
- e. Job Knowledge  
Must have a basic understanding of security and law enforcement issues, and international affairs  
Must have basic knowledge of using computers and office-related software such as Microsoft Word  
Must have a valid driver's license (type B - common cars) and be able to safely conduct a motor vehicle
- f. Skills and Abilities  
Must be physically fit and able to perform physical duties required of a law enforcement or security officer, such as restraining or moving a individual weighing 150 lbs, and carrying body armor and equipment.

16. Position Element

- a. Supervision Received  
Position is supervised by the Assistant Regional Security Officer (ARSO).
- b. Supervision Exercised  
The PSDC oversees and coordinates host nation police and law enforcement personnel.
- c. Available Guidelines  
Applicable FAM/FAH requirements.
- d. Exercise of Judgment  
The PSDC must execute delicate judgment decisions in real-time, balancing diplomacy, policies, security, and public perceptions in high-visibility situations. Decisions made by the PSDC could have positive or negative repercussions for the Embassy. The PSDC must navigate differening sensibilities regarding security and emergency planning and negotiate access to secure sites.
- e. Authority to Make Commitments  
None
- f. Nature, Level, and Purpose of Contacts  
The PSDC has a wide variety of contacts within the Embassy such as protocol, political, logistical, administrative personnel. The PSDC must maintain positive relations with the Executive Office. The PSDC must develop contacts at all levels, throughout all security and military agencies in Togo, and also in the private business community such as hotels and restaurants.
- g. Time Expected to Reach Full Performance Level  
1 year.

### **Addendum 1**

regular basis to plan and coordinate the Ambassador's schedule and to facilitate and liaise for their security and safety at major events as well.

- o The PSDC schedules, inventories, and maintains resources and equipment for PSD services, such as transportation for bodyguard advances, security equipment, radios, first aid kits, contact lists and phone cards.

- o The PSDC is responsible for maintaining a budget, documenting operating expenses, requesting procurement of supplies and equipment, and facilitating the payments of stipends, travel advances, and per diem to host nation bodyguards as appropriate. He monitors the annual PSD budget and ensures that operations are performed within the constraints of the fiscal budget.

- o The PSDC is responsible for identifying training requirements and professional development activities. He ensures that all personnel are qualified with issued SPE and that personnel are proficient with operational equipment, including medical supplies, vehicle equipment, and navigation tools. He ensures that personnel maintain a working knowledge of emergency first-aid and CPR techniques, protective security emergency and reaction skills. He is required to participate in annual training exercises and periodic drills, which include emergency first aid, CPR, and simulated emergency response scenarios. He ensures that all training is conducted in accordance with DS policy and that training activities are properly scheduled and documented.

- o The PSDC coordinates with other security elements in RSO and reports suspicious incidents, threats, security risks, and matters of an investigative concern.

- The PSDC develops site security plans and coordinates with key contacts - 40% of Time

- o The PSDC conducts, documents, and maintains comprehensive written site and route security surveys, which are inclusive of route, region, and venue analysis. Products must include maps, satellite imagery, still photography, and GPS plotting, as well as local hospitals and emergency safe haven locations.

- o The PSDC establishes contact with appropriate administrative, protocol, and security personnel to gather information about security plans, emergency procedures, and other safety and security issues. He utilizes these professional contacts to arrange access to the venue(s).

- o The PSDC creates and maintains law enforcement and security contacts with police, gendarmes, military, presidential security, private and contract guard services, and others to facilitate site security coordination, as well as to facilitate the smooth movement of the COM through security checkpoints and perimeters.

- o The PSDC is responsible for coordinating additional bodyguards and law enforcement motorcade escorts for visiting VIPs and/or in the event of an increase in the threat level against the ambassador.

- o The PSDC serves as an advisor to the RSO on matters pertaining to the personal protection and security of the COM, VIPs, and major events and venues with embassy involvement.

- The PSDC conducts protective security details - 15% of Time

- o The PSDC routinely personally acts as the site advance agent for major events, or as one of the bodyguards as needed.

- o The PSDC must be able and willing to participate in firearms training, pass annual firing range qualifications, to safely carry firearms in the line of duty.

- o The PSDC must maintain an appropriate level of physical fitness and participate in an annual physical fitness and wellness test.

- The PSDC is responsible for specialized security tasks, as deemed appropriate by the RSO. - 5% of Time