

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST KAMPALA	2. AGENCY STATE	3a. POSITION NO. 101523
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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. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	ASSISTANT SECURITY INVESTIGATOR FSN-705 (Fixed Term)	7		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) ASSISTANT SECURITY INVESTIGATOR	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision EXECUTIVE OFFICE
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b. Second Subdivision REGIONAL SECURITY OFFICE	c. Third Subdivision INVESTIGATIONS
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<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p>_____ Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p>_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>
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<p>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> <p>_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<p>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p> <p>_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>
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13. BASIC FUNCTION OF POSITION

Position reports to the RSO and three ARSOs through the Chief Security Investigator (C/FSNI) and performs specific tasks and Regional Security Office responsibilities delegated to Post's Foreign Service National Investigator's (FSNI) Program. Carries out liaison functions with working level GOU Officials, and using all available information provides security advice to C/FSNI or RSO. Conducts LES and Contractor background investigations, investigations related to terrorism, criminal activity, suitability and other issues in support of both DS and other USG law enforcement and security agencies.

This is a renewable Fixed Term position for 1 year. Fixed Term means that this appointment is for a fixed period of time (typically 1 year) and that the Human Resources Office may terminate this contract at the convenience of the U.S. Government. The Human Resources Office also advises that you are not a permanent employee and shall not be eligible for severance/retirement benefits that are due to permanent employees upon separation.

14. MAJOR DUTIES AND RESPONSIBILITIES

BACKGROUND INVESTIGATIONS (70%)

Incumbent initiates background investigation cases, which include new cases and revalidation cases of FSNs, PSCs, and Ugandan security contractors assigned to the U.S. Embassy in Baghdad, Iraq. The incumbent follows up these cases with the contracted USDH background investigators to ensure that all requirements are full filled and cases are then closed. Other cases are also reviewed for completion, such as accidents, suspected persons, suspected vehicles, fraud, and other cases assigned to the office.

INVESTIGATOR FOR THE REGIONAL SECURITY OFFICE (25%)

Conducts simple and complex investigations, which could involve theft, pilferage, malfeasance, and threats or security incidents and robberies involving official US personnel. Incumbent will conduct suitability for employment background investigations and maintain investigative files on the backgrounds of all national employees employed by the US Mission.

Through the above mentioned liaison capacity, incumbent will utilize resources of the host government security services to aid in the investigative process. The investigative success will many times be dependent upon incumbents "access" to host country information. Incumbent will utilize a number of techniques to include interviewing, researching, and compiling and accurate interpretation of facts to achieve investigative closure. Some of these investigations will be extremely sensitive and necessitate the utmost discretion and confidentiality.

POLICE AND SECURITY LIAISON FOR THE REGIONAL SECURITY OFFICE (5%)

Incumbent must be capable of maintaining contact with personnel at all levels of the Ugandan security services, up to and including the Inspector General of the National Police and Commissioner of Immigration. Due to the severe nature of the threats against the US Mission, the level, diversity, relative importance and extent to which the incumbent is required to develop and maintain outside contacts is critical to the continued security of the US Mission. Incumbent will assist liaise with Ugandan security services at large, public events taking place on US Mission property (e.g. GSO warehouse) or taking place at a private location (e.g. USMC Ball at a hotel). Incumbent is the primary link between that RSO and the host country provided Bodyguard Detail for the Chief of Mission.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

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

b. Prior Work Experience

3 years progressively responsible experience in law enforcement, investigation or surveillance with a military or police organization with a leaning towards management principles is required.

c. Post Entry Training

Administrative investigative procedures.

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

Level III English ability and level II spoken ability of at least two local languages is required

e. Knowledge

Working knowledge of documentary sources of information and familiarity with local laws pertaining to criminal law, fraud management, marriage and military service is required. Must be familiar with local traffic laws and area traffic patterns.

f. Skills and Abilities

Proficiency in use of personal computer (Microsoft programs), ability to exercise initiative, be resourceful in obtaining information or evidence, draft concise reports in English; and develop and maintain contacts with various security and law enforcement agencies is required. Must have valid local driver's license for combined types of vehicles.

16. POSITION ELEMENTS

a. Supervision Received

Direct and indirect supervision given by the Senior Security Investigator. Assignments and due dates are set by the RSO. Supervisor reviews completed investigative work.

b. Available Guidelines Department and DS instructions and written procedures are available.

c. Exercise of Judgment

Must exercise good judgment and common sense in conducting investigations. Must also exercises independent judgment as a protective liaison with local authorities throughout Uganda.

d. Authority to Make Commitments

Commitments must be approved by the Regional Security Officer

e. Nature, Level and Purpose of Contacts

Maintains liaison with motor licensing authorities, police officials and other law enforcement and security officials for protective security and investigative purposes. .

f. Supervision Exercised

N/A.

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

52 Weeks