

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 DOS	3a. POSITION NO.
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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	BODYGUARD SHIFT SUPERVISOR	7		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) BODYGUARD-SHIFT SUPERVISOR	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION RSO	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ <small>Typed Name and Signature of Employee Date(mm-dd-yy)</small>	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ <small>Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</small>
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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. _____ <small>Typed Name and Signature of American Supervisor Date(mm-dd-yy)</small>	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. _____ <small>Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</small>
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13. BASIC FUNCTION OF POSITION

This is a non-supervisory position on the bodyguard unit of the Regional Security Office. Incumbent is a specialist trained in close physical protection operations. The duty includes bodyguard protection of Embassy staff and visiting dignitaries. Reports directly to the Bodyguard Officer in Charge and received daily work assignments and guidance through the Shift Supervisor.

14. MAJOR DUTIES AND RESPONSIBILITIES **90% OF TIME**

Incumbent must possess a strong knowledge in physical protection, standard security practices and procedures. The incumbent will develop and maintain low-level contacts with host nation security forces, private partners and other foreign government contacts.

--Incumbent physically protects all USG Personnel to whom the incumbent is assigned, including the Chief of Mission,

Deputy Chief of Mission, and other official USG Representatives. Incumbent provides first line defense against intruders and/or attackers.

-Plans elaborate security arrangements at venues where VIPs or large amounts of USG personnel will be attending official functions and/or personal functions and makes necessary recommendations to the OIC.

-As the Protection Detail Leader, incumbent directs a contingent of Host Nation Police Officers and occasionally FSNI's during protection details

-Handles money in the course of his/her duties to pay for fuel and/or stipends for additional security support at various venues.

-Keeps the Bodyguard Officer in Charge and the Assistant Regional Security Officer informed as necessary during his shift.

-May carry firearms during shift duties and while escorting assigned dignitaries.

-Ensures that his/her weapon is maintained and is in excellent operating and safe condition at all times.

-Ensures that the vehicle that he/she is driving during a given shift is clean and in working condition.

-Maintains timesheets of the bodyguards on his/her shift.

- Performs other duties, to include administrative as required by the RSO.

10% of time

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

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

b. Prior Work Experience

Total of four years, at least three years of progressively responsible experience in the commercial security guard business, civilian or government police or military and one year in managing staff.

c. Post Entry Training

80 hours of initial training, Semi Annual fire arms training, basic medical training, defensive tactics and 16 hours of recertification training for protective services.

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

Level IV English ability (good working knowledge of written, spoken and reading) and level III ability (good working knowledge of written, spoken and reading) in any three of the following languages is required; Luganda, Lusoga, Kiswahili, Lunyankole, Acholi, Lugisu, Lunyoro, Lukiga, and Alur/Acholi is required.

e. Knowledge

A strong knowledge in physical protection, standard security practices and procedures; good working knowledge of standard security equipment and weapons; thorough knowledge of host-country operational environment, language, law and security entities, and historic criminal and terrorist threats and operational tendencies are required.

f. Skills and Abilities

- Must have keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment;
- Must be able to make independent judgments on threats made to protected individuals.
- Must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.
- Must have a valid driver's General license and be able to learn defensive driving.
- Must be able and willing to use firearms safely and proficiently.
- Must be able to operate a full spectrum of Microsoft Suite (Word, Excel, Powerpoint at a minimum).

16. POSITION ELEMENTS

g. Supervision Received

Direct Supervision from the Bodyguard Officer in Charge, reviewed by the ARSO.

h. Available Guidelines

12 FAH 7, 12 FAH 8, 3 FAH 2, 12 FAH 2, and 12 FAH 5

i. Exercise of Judgment

The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments and rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

j. Authority to Make Commitments

None.

k. Nature, Level and Purpose of Contacts

Internal: All levels of Personnel for routine communication during protection duties. External: Must be able to develop and maintain contacts with low to mid-level host-government security officials and security professionals.

l. Supervision Exercised

Supervises a contingent of Host Nation Security Officers on a routine basis.

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

One year.