

SOLICITATION NUMBER:		SOL-306-14-000101 /EXO
1.	ISSUING DATE:	August 13, 2014
2.	CLOSING DATE:	August 26, 2014
3.	POSITION TITLE:	Security Specialist
4.	NUMBER OF POSITIONS:	Multiple
5.	MARKET VALUE:	GS-13 (\$72,391 - \$94,108)
6.	ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
7.	DIRECT SUPERVISOR:	USAID/Afghanistan, Senior Security Specialist (Safety and Security Advisor)
8.	SUPERVISORY CONTROL:	None
9.	PERIOD OF PERFORMANCE:	13 months with an option for renewal
10.	SECURITY ACCESS:	Secret
11.	AREA OF CONSIDERATION:	U.S. CITIZENS/U.S. RESIDENT ALIENS ONLY.

A. Background:

The Partner Liaison Security Office (PLSO) provides a high level of safety, security and operational support to all USAID/Afghanistan implementing partners (IPs) located in Kabul, as well as in any of Afghanistan's 34 provinces. The mission of the PLSO is to provide informational analysis that supports USAID/Afghanistan implementing partners and staff throughout the country as well as fulfill requirements dictated by the Mission's front office and the Office of Afghanistan and Pakistan Affairs (OAPA). The PLSO will provide oversight of the daily and weekly incident summaries and maintain a database cataloging all critical incidents by date, type and provincial location.

The PLSO is the USAID Mission Afghanistan point-of-contact (POC) for all Implementing Partners (IPs) with regard to safety, security and risk management issues. Incumbent will support 55 IPs, managing 89 atypical awards in 163 varied locations throughout Afghanistan. All IPs work in a severe threat environment with various levels of internal security support and expertise. The incumbent must know the details of each individual IP's safety and security situation and provide expert technical advice with regard to best practices. The primary objective of the office is to help IPs prevent/minimize safety and security incidents and mitigate risk, allowing IPs to effectively manage USAID/Afghanistan projects valued at US\$3.8 billion dollars.

B. Basic Function of the Position:

Incumbent will provide Contract Officers with professional opinions with regard to security plan and Risk Management Company (RMC) and Afghanistan Public Protection Force (APPF) sub-contracts when queried.

Incumbent will provide 24-hour on-call emergency security support to all IPs. Incumbent will be USAID/Afghanistan's primary POC when IP security incidents occur, lives are in jeopardy, and chaos is the only constant. Incumbent will be required to manage the flow of information; think out-of-the-box; marshal ideas, and resources that no well thought-out emergency response plan could have envisioned.

As the Security Specialist, the incumbent:

- Provides the USAID Mission with a holistic picture of how the security environment is affecting its IPs and the Agency's ability to monitor and provide oversight to its programs.
- Continually monitors and updates its policies and procedures to ensure that all fulfill requirements dictated by the USAID Mission's front office and OAPA.
- Liaises between IPs and the USAID Mission, the RSO, other United States Government (USG) entities, and Host Nation security elements, providing a pro-active flow of information between all parties.
- Conducts independent analysis and evaluates all information as it relates to political, economic, social, technical, or military conditions in respect to the safety and security of USAID's IPs.
- Responds to requests from other organizations for information, applying the full range of established security protocols and rules to safeguard sources and IPs.
- Provides subject matter expertise to the USAID Mission and other stakeholders.

- Provides timely information to IPs to ensure critical life/safety decisions are made.
- Manages a reporting system that ensures proper dissemination and archiving of relevant security information.
- Provides technical support to the Contracting Officer on security-related contract issues.
- Manages USAID's safety and security equipment program for IPs, including approximately 250 Armored Vehicles.
- Supports IPs with the implementation of security-related training programs for IP staff.
- Assists in surveying IP offices and guest houses and identifying security vulnerabilities as well as intelligence and terrorism threats.
- Makes regular site visits to IPs guesthouses and project sites and serves as the on the ground lead for all USAID/SEC initiatives.

Major Duties and Responsibilities:

1. Program Design, Management and Implementation

Incumbent and supervisor together will set overall objectives, develop deadlines, projects and work to be done. In the absence of the supervisor, incumbent will assume the responsibilities and authority of the supervisor, including providing expert guidance on policies, strategies, programs and activities.

Incumbent will coordinate with other USAID/Afghanistan technical offices and provide input to ensure that IP risk management is emphasized appropriately in relevant technical portfolios.

Using independent judgment, incumbent will provide programmatic guidance and support for all USAID activities related to IP safety and security proposals, including reviewing all Risk Management Sub-Contracts and Security Guard Sub-contracts. Incumbent shall provide technical guidance and advice to IPs within the purview of the PLSO.

Incumbent will provide guidance on, track, evaluate and report on IP safety and security indicators, performance monitoring plans and work plans.

2. Technical Expertise:

Incumbent will prepare frequent updates, including those from various committees and working groups, and will be required to respond quickly and effectively to ad hoc requests for information from Mission leadership, as well as frequent and regular reporting, including pieces for distribution to OAPA, USAID/Afghanistan Office of Inspector General (OIG), Special Inspector General for Afghanistan Reconstruction (SIGAR) and other stakeholders, as well as posting on the Mission's website. This requires working closely with all relevant sectors and technical teams to ensure timely progress reports, vignettes and photographs – including success stories -- to best capture USAID progress on these important issues.

Incumbent will represent USAID at donor and government coordination and advisory meetings and working/thematic groups that might be formed or exist to coordinate and discuss IP issues.

Incumbent will serve as the subject matter information repository, and stay up-to-date with regard to IP risk management issues reported in the media and by international organizations.

Incumbent will use initiative and resourcefulness to provide a full range of consultative, information-gathering, analytical, evaluative and written technical services of broad scope and complexity.

3. Outreach and Communication:

Incumbent will consult regularly with senior level professionals including implementing partners, beneficiaries, donors, and relevant senior level Government of Islamic Republic of Afghanistan (GIROA) officials, at both the Ministerial level and decentralized Provincial levels of government.

Incumbent will serve as a liaison and briefer for high profile delegation visits to USAID/Afghanistan; will be proactive in working with the relevant ministries to motivate and influence GIROA officials to address IP issues related to their security policy formulation and implementation.

Incumbent will attend bi-weekly Afghanistan Public Protection Force (APPF) Advisory Group (AAG) meeting and represent the interest of USAID/Afghanistan and its IPs. Furthermore, the incumbent will play an active role in briefing high level visitors on USAID/Afghanistan activities as they relate to IP safety and security issues.

4. Mission Offices support:

Incumbent will provide support to the Office of Management (EXO) and other technical offices as directed by the Mission Director.

C. EVALUATION/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

- a) **Education:** Incumbent must have a bachelor's degree in relevant discipline (National Security Studies, Risk Management, Police Science, Criminal Justice or a Military Academy degree). A master's degree is preferred, but not required. Formal military/police training is desired.
- b) **Work Experience:** A minimum of 10 years of progressively responsible professional experience in risk management and project implementation with an international or diplomatic organization preferred. Recent experience in a volatile or relevant high risk environment (active service / commercial experience in low infrastructure environments).
- c) **Knowledge:** Incumbent must have a demonstrated ability to write clearly and produce high quality and convincing written products, for many different audiences (including the USAID/Afghanistan website, Congress, Office of the Inspector General (OIG), Special Inspector General for Afghanistan Reconstruction (SIGAR) and external stakeholders), with short deadlines; ability to clearly and effectively speak, tailoring language, tone, style and format to different audiences. Incumbent must have a demonstrated leadership abilities and a clear understanding of the policy, regulatory and organizational issues that are involved in risk management in a high threat environment, preferably Afghanistan; a

specialized knowledge of the development of risk mitigation procedures and protective operations. Ability to draft security advisories and notifications for consideration and implementation by IPs and knowledge of procurement procedures and project/resource management is required.

- d) **Skills and Abilities:** Incumbent must be a self-starter able to work independently with minimal supervision. An authoritative, go-to person with the confidence and bearing required to lead the many security crises incumbent is likely to manage. Demonstrated ability to think and operate strategically and programmatically, analyzing complex situations in order to assist in the development of USAID/Afghanistan strategic plans and programs, and assessing the impact of host country policies and practices on the safety and security of USAID's Implementing Partners. A demonstrated ability to exercise judgment in the exercise of professional responsibilities and in the application of USAID rules and regulations and interpretation of USAID objectives and priorities, resourcefulness by finding new solutions to address operational or strategic problems is needed. Although not a specific requirement, it would be highly desirable if incumbent has attained a high degree of professional recognition as a policy maker and leader in the risk management field.

Incumbent must have the ability to work collaboratively with colleagues to achieve organizational goals and build consensus for task purpose and direction with team members is required. Ability to solicit input by genuinely valuing others' ideas and expertise and is willing to learn from others. Incumbent must be willing to provide constructive security advisory, training, coaching and feedback for others.

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID/Afghanistan reserves the right to conduct interviews with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

D. TERM OF PERFORMANCE

The term of the contract will be for thirteen (13) months. Within four weeks after written notice from the Contracting Officer that all clearances have been received or unless another date is specified by the Contracting Officer in writing; the incumbent shall proceed to Washington DC for two weeks of mandatory training of Foreign Affair Counter Threat (FACT) and Afghanistan Familiarization Course (FAM) before proceeding to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS-13. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history and within the salary range under the GS-Scale.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. During this period you will be entitled to two Rest and Recuperation trips (R&R) and up to three Regional Rest Breaks (RRB) or three R&Rs and no RRBs.

You will be entitled to 20 days Administrative Leave plus two days of travel time for each break. In excess of the Administrative Leave, you will have to use your Annual Leave or Compensatory time for the breaks.

Physical Demands and Work Environment: Most Mission employees work a six day work week with Fridays off. The average work week is about 57 hours, with all hours over 40 as over time or comp time. Work in the office is mostly sedentary but travel to program-activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, Department of Defense (DoD), and International Security Assistance Force (ISAF) as relevant.

E. GENERAL INFORMATION REGARDING LIVING AND WORKING CONDITIONS IN AFGHANISTAN:

Life in Kabul, the capital of Afghanistan has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound.

F. MEDICAL AND SECURITY CLEARANCE:

The selected applicants must be able to obtain USG Secret Security Clearance by the Security Office, and a Department of State Class I Medical Clearance.

G. BENEFITS AND ALLOWANCES:

As a matter of policy and as appropriate, a Personnel Service Contract (PSC) is normally authorized to the benefits and allowances listed in this section.

A. BENEFITS:

1. Federal Insurance Contributions Act (FICA)
2. Contribution toward Health and life insurance
3. Pay Comparability Adjustment
4. Eligibility for Worker's Compensation
5. Annual and Sick Leave
6. Access to Embassy medical facilities, commissary and pouch mail service as per post policy

B. ALLOWANCES (If Applicable)*:

1. Temporary Lodging Allowance (Section 120)
2. Living Quarters Allowance (Section 130)
3. Post Allowance (Section 220)
4. Supplemental Post Allowance (Section 230)
5. Post Differential (Chapter 500)
6. Payments during Evacuation/Authorized Departure (Section 600) and
7. Danger Pay (Section 650)
8. Education Allowance (Section 270)

9. Separate Maintenance Allowance (Section 260)
10. Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

C. FEDERAL TAXES:

United States Personnel Service Contracts are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

H. CONTRACT INFORMATION BULLETINS

General Provisions in USAD regulations and contract.

AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays
AAPD 06-10	PSC Medical expense payment responsibility
AAPD 06-07	AIDAR, Appendix D: Contract budget, salary determination and salary increase
AAPD 06-01	Medical evacuation insurance
AAPD 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years
CIB 01-10	Revision of medical clearance process – PSC with U.S. Citizens
CIB 01-07	Clarification of the extension/renewal policy regarding PSCs
CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals
CIB 00-08	Revision of Competitive Process – PSCs with U.S. Citizens
CIB 00-03	FICA & Medicare Tax Rates for Personal Services Contracts
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
CIB 99-22	PSC Policy
CIB 98-16	Annual Salary Increase for USPSCs
CIB 98-14	Change in Required Application Form for USPSCs
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D.
CIB 97-17	PSC's with U.S. Citizens or U.S. resident aliens
CIB 97-16	Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
CIB 96-23	Unauthorized Provision in Personal Services Contracts
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors
CIB 93-17	Financial Disclosure requirements under a Personal Services Contract
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

<http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

I. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S government OF-0612 form which is available at the following websites:
<http://www.ussc.gov/Employment/of0612.pdf>
2. At current curriculum vitae (CV) or resume;
3. A minimum of three (3) references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Afghanistan will only contact references for the finalist, and will only do so with the permission of the applicant.
4. A written statement (cover letter) that addresses the Evaluation/Selection Criteria in this solicitation.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

APPLYING

All applications must be submitted electronically by e-mail with the subject line “**Security Specialist (USPSC) SOL-306-14-000101/EXO**” to: AfUSAIDJobs@state.gov

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior to August 26, 2014 unless revised. The highest ranking applications may be selected for an interview. **Please note that only short listed candidates will be notified.**

Point of Contact:

Any questions about this solicitation may be directed to: KabulAIDHR@state.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation. Application must be submitted only to both email addresses stated under “Applying”.

Place of Performance

USAID/Afghanistan
U.S. Embassy
Great Massoud Road
Kabul, Afghanistan