

SOLICITATION NUMBER	SOL-306-15-000061/OM-PLSO
ISSUING DATE	April 08, 2015
CLOSING DATE	April 22, 2015
POSITION TITLE	Senior Security Specialist (Safety and Security Advisor)
NUMBER OF POSITIONS	Single
MARKETING VALUE	GS-14 (\$86,399 - \$112,319) In addition, this post has 35% post differential and 35% danger pay
ORGANIZATIONAL LOCATION OF POSITION	USAID/ Afghanistan
DIRECT SUPERVISOR	Supervisory Executive Officer
SUPERVISORY CONTROL	Incumbent will be supervising two American Security Specialists, and one local national Security Liaison Assistant.
PERIOD OF PERFORMANCE	13 months with an option for renewal.
SECURITY ACCESS	Secret level clearance
AREA OF CONSIDERATION	U.S. CITIZENS/U.S. RESIDENT ALIENS ONLY.

**Background:**

Over the past year, Afghanistan has experienced a period of profound transformation. With the draw-down of international military forces – including the end of the U.S. combat mission in December 2014 – the transfer of security responsibilities to the Afghan Government advanced significantly. At the same time, safety and security continues to be an issue and travel outside Kabul and other cities within Afghanistan is tightly regulated and monitored by the Regional Security Office (RSO). The Partner Liaison Security Office (PLSO) within USAID provides a high level of safety, security and operational support to all implementing partners located in Kabul, as well as in any of Afghanistan's five regions. The mission of the PLSO is to provide informational analysis that supports USAID implementing partners and staff throughout the country as well as fulfill requirements dictated by the Mission's front office. PLSO will also provide oversight of the daily and weekly incident summaries and maintain a database cataloging all critical incidents by date, type and provincial location.

**Basic Functions of the Position:**

The basic function of the Senior Security Specialist is to provide a high level of safety, security and operational support to all USAID implementing partners throughout Afghanistan. The Senior Security Specialist is responsible for monitoring critical security information and performing a full range of safety, security and operational activities throughout all of USAID operational areas in country. The Senior Security Specialist reports to the Director for Management and has total supervisory authority over two U.S. direct hire personnel and one local Foreign Service National.

**Major Duties and Responsibilities:**

1. **Safety and Security:** The Senior Security Specialist is responsible for Afghanistan-wide security planning for USAID operations. Incumbent continually monitors and updates USAID safety and security policies and practices and ensures maximum safety and security for implementing partners operating in the field through operations tracking and information dissemination. The incumbent will be responsible for liaising with RSO, Department of Defense (DoD), implementing partners, Overseas Security Advisory Council (OSAC) and senior staff from various agencies and others as required to support and carry out PLSO program responsibilities. The incumbent reports directly to the Office of Management (OM) and will assist USAID's Front Office, Office of Management and Regional Security Office during emergencies and incidents as needed. The incumbent conducts segments of advanced surveys to identify security risks, and assists in developing threat mitigation strategies.
2. **Operations and Tracking:** The Senior Security Specialist will be the point of contact for all program-related and non-routine security matters within USAID/Afghanistan and serve as the on-the-ground lead for all USAID/SEC initiatives.

The incumbent will track implementing partner locations and operations as well as incidents and events that could affect the security situation. Incumbent will receive and consolidate all incident reports as they are provided by implementing partners and other sources and will maintain a database cataloging all critical incidents by date, type and provincial location. The incumbent will conduct independent information analysis and evaluate all information as it relates to political, economic, social, technical, or military conditions with regards to the safety and security of USAID

implementing partners. The Senior Security Specialist will coordinate the management of the Armored Vehicle Program with OM and the Office of Acquisition and Assistance (OAA) while maintaining strict accountability of all USAID program-funded armored vehicles utilized by USAID partners and will assist with customs clearance and registration procedures. The incumbent may conduct travel by air and ground assets to core program and IP guest houses and offices to assess safety and security requirements.

3. **Information Dissemination:** Incumbent plans and carries out successive steps responding to oral, written or electronic requests from other organizations for information, applying the full range of established security protocols and rules to safeguard sources and implementing partners. The incumbent disseminates daily and weekly incident summaries to implementing partners and subcontractors, the RSO, and other offices that are determined to have a “need to know”. Incumbent will also assist in the review and evaluation of the dissemination process.
4. **Afghan Public Protection Force (APPF):** The Senior Security Specialist will be the lead for the day-to-day management and coordination of Afghan Public Protection Force (APPF) issues for USAID/Afghanistan. The incumbent will coordinate data collection with OAA, contracting office representatives and other USAID offices on the status of contract activity between the APPF and implementing partners. The incumbent will provide APPF updates to the Front Office and the Office of Afghanistan and Pakistan Affairs in Washington DC. Incumbent will be the primary interface between the Front Office and the US Embassy’s Coordinating Director on APPF-related issues and will attend and participate in other APPF calls and requests for information as needed.

**EVALUATION CRITERIA/SELECTION CRITERIA:**

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

- a) **Education:** A Bachelor’s degree in Law Enforcement, Strategic Security Studies, International Development; Business Administration, Transportation Logistics; Security Operations; Crisis Management, or any other related discipline is required. A Master’s degree in any of the above stipulated areas is desired.
- b) **Work Experience:** A minimum seven (7) years of specialized expertise in managing an established safety and security operation in a post-conflict or post-disaster context, managing a transportation and/or logistics contract or agreement, or experience as a team member for an emergency relief/humanitarian assistance or reconstruction program with a US Government agency, bilateral or multilateral organization, international non-governmental organization or private company is required. Out of the total of seven (7) years of experience, the incumbent must have a minimum of three years’ experience in a developing country and one year experience in a post-conflict and/or post-disaster program for emergency relief, humanitarian assistance or reconstruction.
- c) **Communications:** The incumbent must have Level IV (Fluent) speaking/reading of English language. Incumbent must also possess a proven ability to communicate quickly, clearly, and concisely, both orally and in writing, to include technical reports. Proven ability to communicate effectively in cross-cultural settings is needed.

- d) **Knowledge:** The incumbent must have a demonstrated knowledge regarding what a comprehensive safety and security operations plan should contain and how it should be managed on a day-to-day basis. Incumbent must have a working knowledge of generic safety and security protocols in high-risk environments; ability to forecast future safety and security concerns and address planning needs; familiarity with private security company operations as they relate to implementing partners' security profile and experience using geographic information system (GIS) or similar mapping software.
- e) **Skills and Abilities:** The incumbent must have demonstrated leadership and supervisory experience, ability to work independently and with little oversight as well as working closely with other organizations. Incumbent must be able to work effectively and make sound decisions in high-stress and crisis situations; ability to effectively collect, synthesize and present information from diverse sources; ability to build networks with external entities, including other USG agencies, host governments, Non-Governmental Organizations, and local officials, as well as the host population. The incumbent must also be able to manage team members' and implementing partners' personal and sensitive information in a professional manner.

**Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID 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.**

#### **A. 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-14. 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.

**B. 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.

**C. 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.

**D. 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 & 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.

**E. CONTRACT INFORMATION BULLETINS**

General Provisions in USAD regulations and contract.

- AAPD 10-03 AIDAR, Appendix D: Implementing Benefits for same-sex domestic partners of USPSCs
- AAPD 10-01 Personal Services Contracts – Changes in USG Reimbursement Amounts for Health Insurance and Physical Examination Costs
- AAPD 06-12 Homeland Security Presidential Directive-12 (HSPD-12) Implementation
- AAPD 06-11 Home Leave and Revised General Provision 5, Leave and Holidays
- AAPD 06-10 PSC Medical expense payment responsibility
- AAPD 06-08 AIDAR Appendices D and J: Using the Optional Schedule to Incrementally fund Contracts
- 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

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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>

**F. 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 **“Senior Security Specialist (Safety and Security Advisor) (USPSC) SOL-306-15-000061/OM-PLSO”** to:  
[AfghanPSCjobs@state.gov](mailto:AfghanPSCjobs@state.gov).

Attention:      USAID/Afghanistan  
                         Human Resources Office

Applicants may submit an application against this solicitation at any time but prior to April 22, 2015 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](mailto:KabulAIDHR@state.gov).

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**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