



USAID | AFGHANISTAN

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Solicitation is open to: Afghan Nationals Only
Position Title: Security Liaison Assistant
Type of vacancy: Single
Opening date: September 28, 2014
Closing date: October 09, 2014
Vacancy announcement #: USAID/306/14/75/OM
Work hours: 40 hours (Full time)
Position Grade: FSN-09

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Security Liaison Assistant in the Office of Management (OM).

BASIC FUNCTION OF THE POSITION:

The Security Liaison Assistant (SLA) is responsible for developing and maintaining relationships with all of USAID's Implementing Partner's (IPs) throughout Afghanistan in regards to security-related issues. The SLA interfaces daily with the Government of Islamic Republic of Afghanistan (GIROA) to meet the legal requirements for the Armored Vehicle program. The SLA will assist in the day-to-day management and coordination of Afghan Public Protection Force (APPF) issues for USAID/Afghanistan. The incumbent will coordinate data collection with the contracting office, contracting office representatives or other USAID offices on the status of contract activity between the APPF and implementing partners. The SLA interacts with GIROA on any and all legislation issues pertaining to USAID and its IPs. The position will assist USAID and its IPs by providing a timely/proactive information exchange with USAID, its IPs and GIROA. The SLA is responsible for carrying out day-to-day activities in an efficient and independent manner with minimal supervision.

MAJOR DUTIES AND RESPONSIBILITIES:

- A. **Safety and Security Liaison:** Responsible for liaising with GIROA ministries, USAID IPs, various United States Government (USG) agencies and others as required to support and carry-out Partner Liaison Security Office (PLSO) responsibilities. Makes site visits to IP offices, guesthouses and project sites. The SLA will assist SSOs by participating in technical reviews of IP security plans and making suggestions for improvement when necessary. Advises the contracting office to ensure appropriate control and disposal procedures for sensitive and controlled security equipment. Monitors the security officer's Skype and Twitter accounts for alerts and verifies the accuracy of information with Afghan security services when major security incidents are reported.
- B. **Armored Vehicle Program:** Manages USAID/Afghanistan Armored Vehicle Program and ensures compliance with all applicable U.S. Government and GIROA laws and regulations. Tracks locations and maintains accountability of all program funded armored vehicles being used by USAID IPs, assists with customs clearance and registration procedures and coordinates the transfer and/or disposal of these vehicles with the Executive Office (EXO) and the Office of Acquisition and Assistance (OAA). Maintains an Excel database of U.S. Government furnished armored vehicles and security equipment loaned to USAID partners or grantees. Assists IPs with the documentation, registration, maintenance and disposal of armored vehicles per guidance from GIROA, Diplomatic Security (DS) and the USAID

Security Office (SEC) in Washington, DC. Responsible for supervising the destruction of Armed Vehicles that are no longer serviceable.

- C. Operations and Tracking: Tracks IP locations and operations as well as incidents and events that could affect the security situation. Receives and consolidates all incident reports as they are provided by IPs and other sources and maintains a database cataloging all critical incidents by date, type and provincial location. Conducts independent information analysis and evaluates all information as it relates to political, economic, social, technical, or military conditions. May conduct travel by air and ground assets to core program and construction sites across Afghanistan to assess USAID IP safety and security requirements.
- D. Information Dissemination: Responds to oral, written or electronic requests from other organizations for information applying the full range of established security protocols and rules to safeguard information sources and IPs. Disseminates daily and weekly incident summaries to IPs, the Regional Security Office (RSO), and other offices that are determined to have a "need to know". Assists in the review, evaluation, and improvement of the dissemination process. Attends and represents USAID at partner and NGO security meetings on a variety of security related topics as directed by the Senior Safety and Security Officer.
- E. Afghan Public Protection Force (APPF) Duties and Responsibilities: Assists with the day-to-day management and coordination of APPF issues for USAID/Afghanistan. Coordinates data collection with the contracting office, contracting office representatives and other USAID offices on the status of contract activity between the APPF and IPs. Responsible for liaising with Ministry of Interior on APPF related issues. Attends and participate in other APPF meetings and requests for information.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A bachelor's degree in international development, management, transportation logistics, security operations, crisis management, development planning, business administration or relevant field is required.

Prior Work Experience: Demonstrated ability to work effectively and efficiently with clients (e.g., USAID IPs or Embassy and Mission professional and support staff) and with host country counterparts on security related issues. A minimum of three years' experience working on post conflict and/or post disaster programs for emergency relief, humanitarian assistance or reconstruction is required. Experience traveling and working in remote, rugged terrain and areas of unrest under arduous conditions is required. Specialized expertise managing the security operations of a bilateral or multilateral organization, international non-governmental organization or private company is highly desirable. Proficient in the use of MS Office Suite of products including Word, Excel and PowerPoint is also required.

Language Proficiency: Level IV (Fluent) speaking/reading English and level IV (Fluent) speaking/reading of Dari/Pashtu is required.

Job Knowledge: Knowledge of US Embassy Regional Security Office operating policies and procedures is desired. Knowledge of long distance communication networks and systems is desired.

Skills and Abilities: Demonstrated liaison experience with ability to work independently and with little oversight as well as working closely with Embassy and GIRoA personnel. Able to work effectively and make sound decisions in high-stress and crisis situations. Able to effectively collect, synthesize and present information from diverse sources. Ability to build professional networks with external entities, including other U.S. Government agencies, GIRoA, NGOs, local officials, and the local population. Able to manage sensitive information in a professional manner.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: Security Liaison Assistant (OM1475)**

ANY/ALL application submissions after the closing date of October 09, 2014 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female candidates are strongly encouraged to apply.**

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