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AFGHANISTAN

Solicitations open to: Internal Candidates Only
Position Title: Security Liaison Assistant
Type of vacancy: Single
Opening date: May 12, 2016
Closing date: May 25, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-09
Vacancy announcement #: USAID/306/16/46/OM/PLSO

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Security Liaison Assistant** under a personal services contract, as described in the attached solicitation.

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 incumbent assists in the day-to-day management and coordination of Afghan Public Protection Forces (APPF) issues for USAID/Afghanistan. The incumbent coordinates 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 incumbent interacts with GIROA's Ministry of Foreign Affairs (e.g. Traffic Department), Ministry of Interior (on counter terrorism issues), and on any and all other similar legislative matters pertaining to USAID and its IPs. The incumbent assists USAID/Afghanistan, its Implementing Partners (IPs) and GIROA by providing timely/proactive information exchange on security related issues. The incumbent is responsible for carrying out day-to-day activities in an efficient and independent manner with minimal supervision.

MAJOR DUTIES AND RESPONSIBILITIES:

Safety and Security program and property management Support:

- 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. Assists Safety and Security Officers (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 general GIROA transportation and licensing 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, permit, risk management, legality issues, 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. Afghan Public Protection Forces (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.

Operational Support:

- A. 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 Safety and Security Advisor.
- B. 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.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A Bachelor's degree in law enforcement, security studies, international development, systems security management, transportation and logistics management, security operations, crisis management, development planning or business administration is required. (Educational requirement must be met at the time of application for the subject position).

Work Experience: A minimum of three (3) years of progressively responsible work experience in safety and security operations with bilateral or multilateral international organization, governmental/non-governmental institution, diplomatic mission or law enforcement bodies with a demonstrable experience in post conflict and/or post disaster programs for emergency relief, humanitarian assistance and/or reconstruction is required. (Work experience requirement must be met at the time of application).

Language: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).

Knowledge: 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. Knowledge of generic safety and security protocols in high risk environments. Knowledge of the political situation and security risks particular to Afghanistan. Ability to project possible future safety and security concerns and address planning needs is needed. Incumbent must have the ability and skill to effectively collect, synthesize and present information from diverse sources.

Skills and Abilities: Incumbent must have a demonstrated leadership experience with ability to effectively liaison with multiple stakeholders. Incumbent must have the ability to navigate and work independently and closely with the Embassy Regional Security Office (RSO) personnel, GIRoA Ministry of Foreign Affairs security personnel; internal and external associates, implementing partners and host country counterparts on security related issues. The ability to work effectively and make sound decisions in high-stress and crisis situations is critically needed. Ability to build professional networks with external entities, including other U.S. Government agencies, GIRoA Ministry offices, NGOs, local officials, and the local population and the ability to manage sensitive information in a professional manner is a must.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Security Liaison Assistant (OM/PLSO 1646)**.

ANY/ALL application submissions after the closing date of May 25, 2016 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 and/or
<http://www.state.gov/documents/organization/136408.pdf>.
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, incomplete and inconsistent 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.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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