



USAID | NEPAL
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Vacancy Announcement

(Announcement Number: 22-05)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Partner Liaison Security Advisor (PLSA) in the Executive Office, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Partner Liaison Security Advisor- FSNPSC-10

OPENING DATE: June 1, 2022

CLOSING DATE: June 15, 2022 – 5:00 P.M. Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

The basic function of the Partner Liaison Security Advisor (PLSA) is to collect, disseminate, and manage open-source safety and security related information from/to the Mission's Implementing Partners (IPs). The PLSA coordinates security efforts with the appropriate Mission staff and the IPs and provides updates through the EXO to the USAID Mission Director, the Contracting/Agreement Officers (COR/AORs), USAID/Washington Office of Security (SEC), and Regional Security Office (RSO) regarding all matters related to the security of USAID/Nepal IPs. The PLSA supports the IPs in the dissemination of security information. Additionally, the PLSA will coordinate as appropriate with IPs and advise on practices and procedures that promote a high-level of safety, security, and operational support.

REQUIRED QUALIFICATIONS:

- a. **Education:** Bachelor's degree in security operations, crisis management, law enforcement, counter-intelligence, homeland security, terrorism, counter-terrorism studies, administration, transportation logistics, and/or operations management or related field is required.
- b. **Prior Work Experience:** Minimum of five years of progressively responsible, professional-level experience in Nepal in the fields of security operations, crisis management, law enforcement, counter-intelligence, homeland security, terrorism, counter-terrorism studies, with demonstrated and existing contacts / relationships within the Nepali security and law enforcement community, which may include but not limited to Nepali Armed Forces, Ministry of Interior, or National Civilian Police (PNC) at local, municipal, regional, or national levels is required.
- c. **Post Entry Training:** Foreign Affairs Counter Threat (FACT) Course, USAID applications and systems, USAID and Department of State policy / regulations review.
- d. **Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing English and Nepali is required.

- e. **Job Knowledge:** Demonstrates advanced knowledge of principles, practices, and procedures within the specializations of physical, information, and/or operational security, thus allowing the job holder to complete complex work assignments with little guidance. Seeks to expand pertinent knowledge at every opportunity and proactively adapts to new practices and procedures. Share job knowledge with others and share knowledge for the benefit of others engaged in functional operations.
- f. **Skills and Abilities:** The job holder must demonstrate a proven ability to communicate quickly, clearly, and concisely both orally and in writing, including through the development of technical reports and/or briefings. Proven ability to communicate effectively in cross-cultural settings. S/he must be able to present ideas, concepts and instructions in a clear manner, and be able to build consensus and cooperation among USAID staff (AOR/CORs) Contracting or Agreement Officers, implementing partner staff and potentially staff from the Regional Security Office (RSO) on a course of action to follow to address security incidents; ensure safe practices and environmental consciousness are exhibited in decisions; develop new techniques, concepts, strategies, programs or solutions and apply them to complex strategic operating issues. S/he typically works independently on complex work assignments, and reviews progress, evaluates results, and updates management as appropriate. S/he must be able to handle sensitive and complex matters in a highly professional manner, and is routinely decisive in handling problems by demonstrating a strong and effective ability to identify, analyze and solve problems. Demonstrates self-reliance and resourcefulness and makes effective use of organizational resources. Finds ways to align available resources with operational needs to assure continuity of service.

The job holder through orientation and training must be able to promote a work environment that fosters respect for each other, equity, diversity, and inclusion and that does not tolerate harassment, exclusion, and inequality. The Specialist must have demonstrated leadership in integrating and achieving equity, diversity, and inclusion in their area of work in development programming and in the workplace.

A detailed job description for the position can be obtained by visiting USAID/Nepal's website at <http://www.usaid.gov/nepal/careers> or by requesting USAID/Nepal's Human Resources Office (USAIDNepalHR@usaid.gov).

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S. Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short-listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, disability, marital status, age (if over 40), or sexual orientation. Applicants from ALL backgrounds are encouraged to apply.

Position Description

USAID Partner Liaison Security Advisor -FSNPSC-10

USAID/Nepal Executive Office

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MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Resident Security Professional

40%

The Contractor shall serve as the resident security advisor at USAID and primary point of contact with the Nepal RSO. The Contractor shall play a supporting role to the Embassy's RSO in this regard. This includes the following:

- a) Review security procedures to be followed in USAID office facilities and implement improvements, as necessary per guidance from the RSO.
- b) Support the RSO in overseeing all physical security upgrades and modifications in USAID office facilities, including the installation of hardline doors and communications equipment, as necessary.
- c) Support the RSO in the distribution of Embassy and Security policies and regulations.
- d) Liaise with USAID Washington's Office of Security on Mission security matters.
- e) Liaise on security-related problem-solving and planning with the Embassy.
- f) Facilitate emergency preparedness activities and administrative analyses and reports.
- g) Analyze requirements and make administrative and technical recommendations particularly of a security nature to the USAID management.
- h) Implement internal USAID Mission management systems and policies related to security, communications and evacuation preparedness.
- i) Act as liaison with the Embassy and USAID for emergency and critical event drill exercises.
- j) Coordinate with EXO and RSO on safety and security drills for the USAID building.
- k) Work in coordination with EXO to review and edit the Warden list to ensure that the contacts list and phone trees for USAID staff are accurate.

The PLSA will organize and provide weekly security briefings to the Mission Director, or as and when requested.

The PLSA shall perform other duties as required for the position as directed by the designated supervisor

2. Security Liaison Services

30%

The job holder shall serve as the primary contact between USAID/Nepal and its IPs on matters relating to security.

- a) Liaison Services Provision: The Contractor shall provide liaison services (for all security-related matters) between USAID/Nepal, USAID IPs, other United States Government Agencies (such as the Millennium Challenge Corporation), other international donor organizations, international non-governmental organizations and the GON. The Contractor shall facilitate the flow of security-related information between the U.S. Embassy's Regional Security Office (RSO) and IPs.
- b) Security Database Maintenance: The Contractor shall maintain a current database of identifiable information for IPs (including but not limited to names and contact information for Chiefs of Party, Deputy Chiefs of party and Security Managers). This database shall also include the location of project sites. Equally important, the Contractor shall maintain a current database of incidents reported by IPs and others as requested. This database should be retroactive and include any incidents the IPs have noted since award of their respective awards.
- c) Security Information Acquisition, Analysis and Dissemination: The Contractor shall acquire, organize and disseminate pertinent security information to IPs and others as requested. The Contractor shall also disseminate significant security-related incidents to IPs and others.
- d) Security Briefing & Training Provision: The Contractor shall provide security briefings to newly awarded IPs and others. The Contractor shall collect and review IPs' current security plans and provide recommendations for improvement of said plans to OAA and the relevant C/AOR. In addition, the Contractor (working closely with Washington/Security) shall assess needs and develop training programs for field operations in a high risk, insecure environment for IPs. The Contractor shall assist IPs in identifying needs and issues relevant to their safety and security. The Contractor shall research, organize and provide references and guidelines for effective standard operating procedures for IPs.
- e) General USG Support: The Contractor shall contribute and participate in the development of security strategies to enhance off-site operations for USAID projects in Nepal, while still maintaining acceptable risk levels. S/he shall contribute to the Mission's efforts of highlighting USAID visibility and branding while operating within acceptable risk levels. The Contractor shall serve as the USAID representative at the local Overseas Security Advisory Council (OSAC) meetings.

3. Travel Coordination

30%

The Contractor shall serve as the primary USAID liaison with the Embassy's Regional Security Office with respect to official in-country travel.

- a) Disseminate all official in-country travel-related policies, updates, etc. emanating from RSO to USAID staff;
- b) Collect all required information from USAID Mission staff for official in-country travel requests and scrutinize submitted information to ensure compliance with U.S. Embassy travel policy;
- c) Facilitate (as the primary point of contact) Embassy's RSO travel approval for all in-country travel requests;

- d) Correspond with Nepal RSO until official in-country travel decision point and inform requesting USAID Mission staff of RSO official in-country travel decisions;
- e) Track all movements of USAID staff on official in-country travel;
- f) Make security recommendations concerning official in-country travel to USAID and to the RSOs.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. **Education:** Bachelor's degree in security operations, crisis management, law enforcement, counter-intelligence, homeland security, terrorism, counter-terrorism studies, administration, transportation logistics, and/or operations management or related field is required.
- b. **Prior Work Experience:** Minimum of five years of progressively responsible, professional-level experience in Nepal in the fields of security operations, crisis management, law enforcement, counter-intelligence, homeland security, terrorism, counter-terrorism studies, with demonstrated and existing contacts / relationships within the Nepali security and law enforcement community, which may include but not limited to Nepali Armed Forces, Ministry of Interior, or National Civilian Police (PNC) at local, municipal, regional, or national levels is required.
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POSITION ELEMENTS:

- a. **Supervision Received:** The job holder reports to the USAID/Nepal Supervisory Executive Officer.
- b. **Supervision Exercised:** The supervision of other USAID Staff is not contemplated.
- c. **Available Guidelines:** The job holder will draw primary guidance and direction from ADS 573 (Partner Liaison Security Offices) in the performance and conduct of day-to-day responsibilities, but will additionally rely on overarching Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), Automated Directives System (ADS), and Mission Order / Mission Notice policies and procedures in executing work roles and responsibilities.
- d. **Exercise of Judgment:** Projects and responsibilities assigned to the job holder include a variety of duties and processes requiring extensive exercise of judgment, decision-making, and safety and security management with minimal direction. The job holder must be able to exercise sound judgment in crisis and emergency situations, and will often work in close collaboration with implementing partner Chiefs of Party (COPs), Supervisory EXO, and RSO on sensitive, security-related matters under pressure and under tight timelines.
- e. **Authority to Make Commitments:** No authority to make fiscal commitments. The PLSA does not have the authority to order IP action or compliance pursuant to PLSA recommendations. The PLSA will never direct IPs to take action or not take action. PLSAs will only disseminate publicly available information to IPs and will not provide information that would result in an unfair advantage to the IP. IPs retain autonomy on how to best utilize the information provided. Authority to make recommendations pertaining to safety and security conditions and responses must be vetted through Supervisory EXO, in consultation with the Regional Security Office (RSO) staff.
- f. **Nature, Level, and Purpose of Contacts:** The job holder will maintain close and frequent coordination and contact within the U.S. Embassy security apparatus, to include direct coordination with Regional Security Office (RSO) FSN and USDH staff. As the Supervisory EXO's advisor on matters related to security-related support to USAID/Nepal's implementing partners, the job holder will additionally be tasked to maintain contact with all USAID senior-staff, and provide senior level briefings to USAID and US Embassy staff as necessary. The job holder will be required to maintain close coordination with the individuals of various rank and level within the Office of Security (SEC) on security-related incidents. Most importantly, the job holder is expected to maintain contact and effective working relationships with senior members of the law enforcement and security force apparatus throughout Nepal, to include but not limited to Government of Nepal (GoN) officials, local/municipal/regional law enforcement officials, security force officers and representatives, and other Nepal figures who play a vital role in reporting on, and providing intelligence towards maintaining the safety and security of implementing partners working on behalf of USAID/Nepal. Serves as a member of the in-country Overseas Security Advisory Council (OSAC), and develops relationships with OSAC members in order to share security information.
- g. **Time Expected to Reach Full Performance Level:** One year.