

14. Major Duties and Responsibilities

Escort duties 70%

Assure that all contractors/vendors gather all necessary documentation to obtain access authorization. Follow up in the Regional Security Office all access authorization. Ensure that all contractors/vendors know the security regulations before and during the work. Pick up the contractor's personnel at the main entrance of the chancery, escort them to the job site, remain with them at all times and escort them out. Keep a hand-written log book of each project to be used as backup info for the project director's official log. Observe the work in process and report any problems, deficiencies, or unsafe conditions to the Facility Manager. May be called upon in support of VIP visits performing various duties to include, but not limited to, escorting VIPs and security oversight.

Administrative Rover duties 25%

In the absence of an incumbent, serve as administrative assistant or clerk inputting data, receiving and placing telephone calls, scheduling appointments, or other office related tasks.

Other Duties 5%

Performs other duties as required

**Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Secondary schooling

b. Prior Work Experience:

Must have at least two years of work experience in administrative, clerical, professional, governmental, or other related work experience.

c. Post Entry Training:

N/A

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Spanish 1, English 4

e. Job Knowledge:

Internal - Thorough knowledge of regulations governing control and protection of classified material set out in 12 FAM, as well as post-specific security access procedures; the proper use of security-related equipment (radio, destruction, etc.); familiar with the general layout of mission grounds and facilities.

External - Incumbent needs a general understanding of the country, the critical crime threat, why the need to exist to monitor the activities of those being escorted.

f. Skills and Abilities:

Manual: Must be able to withstand somewhat physically demanding activities such as prolonged periods of standing/walking, climbing

IT software: Incumbent must be able to learn Department/post IT software to include but not limited to: OpenNet, Ariba, GMMS, WebPass,

Keyboard/Data entry: Must have basic knowledge of MS Word, Excel, and Outlook (e-mail function) and be able to type/prepare correspondence at

Numerical: Incumbent must be able to do basic arithmetic.

Internal Communications: The incumbent will reiterate the RSO access authorization rules for non-cleared personnel. Provides safety-related guidance and instructions to the internal personnel and external Contractors for maintenance and construction projects to ensure safety and SHEM compliance. Contact with Mission employees at all levels and contractors being escorted. Contacts are for such purposes as receiving work assignments, getting instructions, receiving or giving information, reporting progress or problems and delivering completed work.

External Communications: Contact with contractors being escorted. Contacts are for such purposes as receiving work assignments, getting instructions, receiving or giving information, reporting progress or problems and delivering completed work.

Written Communications: Incumbent will keep hand written notes during the escorting process and enter these notes into an electronic "log book" of each project to be used as back up for the project director's official log, administrative duties input data, receiving and placing telephone calls, scheduling appointments, or other office related tasks. Will be trained as necessary in Department/post IT software to include but not limited to: OpenNet, Ariba, GMMS, WebPass, MS Word, MS Excel, and MS Power Point.

Security Clearance: This position requires a secret security clearance.

16. Position Elements

a. Supervision Received: Incumbent works under the direction of the Facility Manager and receives schedules as given by the FM or his/her delegate.

b. Supervision Exercised: N/A

c. Available Guidelines:

RSO access authorization rules for non-cleared personnel. Maintenance technical books and specs sheets of materials. Appropriate DOS 12 FAM regulation regarding physical security programs and protection of classified materials and equipment.

d. Exercise of Judgment:

Incumbent will decide if the contractor is meeting the security and the facilities maintenance requirements. If not, will report it immediately to his supervisor or walk the contractor out of the building. While performing maintenance/repair work, may have to face and solve minor problems that requires the incumbent to stop the work in progress if any abnormalities are observed. Requires the incumbent to use judgment in locating, selecting and applying the most appropriate authorized alternative among the various guidelines covering similar situations. Situations involving significant deviation from established guidelines or the absence of adequate guidelines are referred to the supervisor.

e. Authority to Make Commitments: N/A

f. Nature, Level and Purpose of Contacts:

Provides safety-related guidance and instructions to the internal personnel and external Contractors for maintenance and construction projects to ensure safety and SHEM compliance.

g. Time Expected to Reach Full Performance Level:

6 months - At least four months to reach full performance.

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