

SOLICITATION NUMBER: SOL-388-16-000025

ISSUANCE DATE: September 1, 2016

CLOSING DATE: October 1, 2016, at 4:30pm, local time in Dhaka
Bangladesh

POSITION TITLE: Partner Security Liaison Adviser, Executive Office

MARKET VALUE: GS-13 Equivalent (\$73,846 - \$96,004 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated**

PLACE OF PERFORMANCE: Dhaka, Bangladesh

PERIOD OF PERFORMANCE: Two years from the date of appointment

AREA OF CONSIDERATION: U.S. Citizens

SECURITY ACCESS LEVEL: SECRET clearance

DIRECT SUPERVISOR: Supervisory Executive Officer

BACKGROUND:

The position is located in Dhaka, the capital city of Bangladesh, at the USAID Mission which is co-located within the U.S. Embassy. USAID/Bangladesh is a bilateral mission, and the incumbent will support programs only in Bangladesh. The incumbent's primary work location will be in the U.S. Embassy but the incumbent will also travel to USAID/Bangladesh program activity implementation sites throughout Bangladesh within the constraints imposed by Embassy security restrictions. The Partner Security Liaison (PSL) position is the primary staff member for the Partner Security Liaison Unit (PSLU). The PSL will supervise two PSLU local national staff.

USAID/Bangladesh manages the U.S. Government's development program in Bangladesh with a roughly \$200 million annual budget. The Mission portfolio includes a broad range of economic growth, democracy, education and health activities which require communications and outreach support. Security issues are of growing concern in Bangladesh. Travel within Bangladesh is subject to the approval of the U.S. Embassy Regional Security Office.

The PSLU will enhance communication between USAID and its Implementing Partners on security matters and will provide information to help the Implementing Partners better manage and mitigate their own security concerns – which in turn will result in more effective delivery of U.S. Government funded assistance and attainment of U.S. development objectives under their respective agreements. The PSLU and USAID/Bangladesh will not provide specific threat information or intelligence to Implementing Partners (such information, where appropriate and necessary, will be provided by the Regional Security Office or Consular American Citizen Services section); nor will the PSLU require security or intelligence reporting from Implementing

Partners. The PSLU will solicit information from Implementing Partners as necessary to prepare for USAID site visits. PSLU information provided to Implementing Partners will not be considered authoritative or prescriptive. Information provided by the PSLU should only be considered by Implementing Partners as one among many resources available to Implementing Partners in the formulation of their own risk management and decision making.

BASIC FUNCTION OF THE POSITION:

The PSL provides support to the Regional Security Office and USAID to facilitate field visits for USAID staff. Among other functions, the PSL researches and compiles information regarding security threats in the field where USAID operates in order to assist the Regional Security Office assess the threats to proposed field visits. The PSL assists Implementing Partners and USAID/Bangladesh by conducting route, site and facility surveys and planning movements and activities associated with field visits. The PSL assists USAID/Bangladesh in preparing and submitting movement requests to the RSO for field trips and other activities. The PSL collects incident reports and threat data from Implementing Partners and other sources and maintains the data, including in the form of GIS products, to be used for planning and risk assessment. The PSL manages the issuance and use of Personal Tracker and Locator (PTL) satellite beacons and other security and emergency equipment for field visits. The PSL participates in embassy-wide movement planning meetings as needed. The PSL may also be used within the embassy to assist the Regional Security Office with security awareness and training for embassy staff, including participation in the conduct of training and drills.

The PSL advises USAID Implementing Partners on security best practices and prepares security briefings, particularly newcomer briefings regarding the security environment in Bangladesh. The PSL may advise Implementing Partners on security protocols and procedures, however this advice should not be considered prescriptive and is only an additional source of information that they may utilize in decision making.

The PSL may assist USAID Implementing Partners by coordinating with the Bangladesh police for routine protection and assistance matters, but is not used for emergency notification or response and does not participate in criminal investigations.

MAJOR DUTIES AND RESPONSIBILITIES

The Partner Security Liaison is responsible for:

Security:

The duties and responsibilities of the PSL include but are not limited to the following:

1. Logistical support for USAID staff field trips including the facilitation and preparation of Regional Security Office Movement Requests.
2. Bangladesh-wide security planning for USAID operations and responding to USAID partner's security queries.
3. Attend Embassy wide travel planning meetings and coordinate USAID field trip needs with the Regional Security Office.

4. Liaise with police and host country officials to obtain and relay information pertaining to field trips.
5. Incumbent will maintain a list of USAID implementing partner contacts which may be used by USAID to account for partners during emergency situations.
6. Meet with and provide security briefing to new USAID/Bangladesh Implementing Partners.
7. Provide assistance and support to staff as an alternate ISSO to ensure that SBU and PII documents are handled properly on AIDNET.
8. Incumbent will participate in the Embassy Floor Warden System for USAID and will be expected to help train USAID floor wardens and ensure robust participation from USAID in the System.
9. The incumbent serves as USAID liaison to the Regional Security Office for implementing partner security matters.
10. The incumbent shall draft and distribute security communiqués as needed to USAID SEC/W, USAID funded implementing partners, grantees and contractors with RSO and Consular clearance as needed.
11. Conducts travel to program sites, guesthouses and hotels near project sites to assess and recommend security measures for USAID implementing partners, as required.
12. The incumbent manages USAID/Bangladesh's submission of RSO Movement Requests.
13. The incumbent will be involved in the review of security plans provided by partners and grantees through the contracting office, if required.
14. Provide USAID/SEC/W with condensed weekly input for appropriate distribution.
15. The Partner Security Liaison reports to the Supervisory Executive Officer or his/her designee.
16. Develop and implement a 24/7 Duty Officer Schedule for the PSLU staff.
17. Provide refresher training related to the USAID PREEMPT (Personnel Recovery Employee Education, Management, and Prevention Training) course and manage the associated equipment.
18. Formulate agendas, solicit topics of interest and arrange guest speakers for the facilitation of quarterly Implementing Partner meetings.
19. Assist IPs in identifying appropriate security training in the local area.
20. Provide guidance to Implementing Partners regarding the protection of electronic information and digital/online security.

Operations:

The Partner Security Liaison serves as the primary USAID point-of-contact to the Regional Security Office for USAID implementing partner security issues. Oversees administrative responsibilities for security related office procurement, equipment, inventory and record-keeping.

1. Training:

Assess needs and develop training programs for field operations in an evolving security environment for the staff of USAID-funded implementing partners and contactors as directed. Research, organize and provide references and guidelines for effective standard operating procedures for USAID implementing partners operating throughout Bangladesh.

2. Personnel and Organization:

Evaluate the security requirements, both current and projected, and develop personnel and organizational strategy options, with recommendations, to support USAID implementing partners.

3. Technical Expertise:

Provide technical expertise and skills for the implementation of USAID implementing partner operations. Integrate elements of risk assessment and other approaches into program operations in high-risk areas in Bangladesh consistent with the Ambassador's Security Directives, Regional Security Office Notices and Procedures.

4. Supervisory Management:

Incumbent supervises the Partner Security Liaison Assistant who serves as the primary liaison with the Bangladeshi military and police outside of Dhaka on USAID implementing partner security matters. Additionally, incumbent supervises additional PSLU personnel as required.

5. Strategy:

Develop security strategies to enhance off-site operations for USAID/Bangladesh implementing partners, while still maintaining acceptable risk levels consistent with the Ambassador's Security Directives and Regional Security Office Notices and Procedures. Participate in contingency planning groups as required.

II. OTHER ITEMS

A. SUPERVISION

The incumbent will report to the Supervisory Executive Officer, USAID/Bangladesh

B. SUPERVISION RESPONSIBILITIES

The PSL will supervise two PSLU Local Staff.

C. PERIOD OF PERFORMANCE

The US Personal Services Contract (USPSC) will be for 24 months with possible extension(s), starting on/around November 2016 and ending in November 2018.

Extension(s) will be contingent on satisfactory performance, continued need for services, and subject to the availability of funds.

D. SECURITY CLEARANCE

The selected applicant must be able to obtain and maintain security clearance at the SECRET level and a State Department medical clearance allowing worldwide duties.

III. QUALIFICATIONS AND SELECTION CRITERIA

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Additionally, interviews and writing samples may be requested only from the top scoring candidates. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Applicants are required to write a brief cover letter to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Criteria listed below.

IV. EVALUATION CRITERIA:

The following factors will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. Applicants are required to provide a cover letter addressing how they meet the requirements of each criterion below and submit three to five professional references with complete contact information. Candidates will be evaluated and ranked based on the following selection criteria (listed in descending order of importance):

Experience: Demonstrated ability to work effectively and efficiently with client (e.g. Embassy and Mission professional and support staff) and with host country counterparts on security related issues. Minimum three years of experience working in developing countries. Experience in working in at least one of the following areas is required: remote hilly and forested areas, high density urban areas, flooded or water logged areas, remote islands not readily accessible by plane or car. Specialized expertise in managing the security operations of a USG agency, bilateral or multilateral organization, international non-governmental organization or private company is required. Ability to communicate effectively both orally and in writing is required.

Skills and Abilities: Proficiency in Microsoft suite of products specifically including Word, Excel and PowerPoint. The selected Candidate will attend the Foreign Affairs Counter Terrorism (FACT) Course prior to arrival at post. Completion of security training programs (FEMA, OFDA, Red Cross, etc). Knowledge of Geographic Information Systems (GIS). Vehicle Anti-Terrorism and Security Driving.

Knowledge: Demonstrated knowledge regarding what a comprehensive security operations plan should contain and how it should be managed on a day-to-day basis. Knowledge of generic security protocols in high risk environments. Knowledge of the political situation and security risks particular to Bangladesh. Ability to forecast future security issues and address needs. Individual must be able to plan and operate in a field environment that is less structured than routine U.S. Embassy operations. Individual must be able to assess the operational environment, establish protocols, and manage in a fluid environment.

Education: Bachelor's degree with 15 years' experience in a relevant field of study (e.g. international development; administration, transportation logistics; security operations; crisis management; development planning, etc).

Language: Fluent English writing and speaking ability is required. The candidate should have a demonstrated capacity to communicate complex policy, strategy, and program issues orally and in writing in a clear, concise, and well-organized manner.

Candidates meeting the 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 most highly ranked applicants.

V. OTHER POSITION REQUIREMENTS:

The selected applicant must be able to obtain an employment authorization security clearance and appropriate medical clearances.

The above points determine basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position. Before employment is approved, candidates must be able to demonstrate:

- Applicant is a US Citizen;
- Ability to obtain a State Department Medical Clearance; and
- Ability to obtain a security clearance as provided by USAID.

VI. INSTRUCTIONS TO APPLICANTS:

Interested individuals are requested to submit a cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. A fully completed and hand-signed copy of an Optional Application for Federal Employment Form (Form AID-302-3) may be optionally submitted. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria and should contain the below information:

Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers are required.

Education: Name, city and state, date of diploma from colleges and universities and type and year of any degrees received

Work Experience: Provide the following information for your paid and non- paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year),. Indicate if we may contact your current supervisor.

Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, tools, machinery typing speed, job related certificates and licenses (current only), job related honors, awards, and special

accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

Reference: Upon request, applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

Date of availability to begin assignment in Dhaka, Bangladesh.

Forms are available at the USAID website, <http://www.usaid.gov/forms/>. Applicants should note that the salary history for the purposes of the Form AID-302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

This office must receive your application prior to the closing date and time specified in this solicitation in order for you to be considered for this position. Please reference the solicitation number on your application, and as the subject line in any cover letter.

Interested candidates should send above electronically to Dhaka-jobs@usaid.gov, to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. E-mail applications must be received by the closing date and time specified in the solicitation.

Address: Supervisory Executive Officer
Executive Office
USAID/Bangladesh
C/O American Embassy
Madani Avenue, Baridhara,
Dhaka,, Bangladesh

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

VII. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:

Recently US Embassy Dhaka has declared Authorized Departure from Post for family members/dependents.

As a matter of policy, and as appropriate, an USPSC recruited off-shore is normally authorized the following benefits and allowances:

BENEFITS

- Employer's FICA and Medicare Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability and Adjustment
- Annual Salary Increase

- Eligibility for Worker’s Compensation (USPSC only)
- Annual & Sick Leave
- Shipment and storage of household effects
- Shipment of POV (Private Own Vehicle)
- Access to Embassy medical facilities, and pouch mail service. Defense-based Accreditation and Medevac insurance

ALLOWANCES: USPSCS will be eligible for allowances listed in the Standardized Regulations Government Civilian Foreign Areas Sections cited below – 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. Separate Maintenance Allowance (Section 260)
6. Education allowance (Section 270)
7. Educational Travel (Section 280)
8. Post differential (Chapter 500)
9. Payments during Evacuation/authorized Departure (Section 600)
10. Danger Pay (Section 650)
11. Consumables Allowance

VIII. LIST OF REQUIRED FORMS FOR PSC:

Forms outlined below can found at: <http://www.usaid.gov/forms>

1. Federal employment form (Form AID-302-3).*
2. Contractor Physical Examination (AID Form 1420-62).*
3. Questionnaire for Sensitive Positions (for National
4. Security) (SF-86), or *
5. Questionnaire for Non-Sensitive Positions (SF-85). *
6. Finger Print Card (FD-258). *

* Forms shall be completed **only** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.