

Solicitation Number: 72036719R00007

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

OPEN TO: Interested and qualified U.S. Citizens

POSITION: Partner Liaison Security Advisor, USNPSC Resident Hire-GS-13 equivalent (\$76,687-\$99,691 per annum). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.

OPENING DATE: September 18, 2019

CLOSING DATE: October 2, 2019, 5:00 P.M Kathmandu Time

PERFORMANCE PERIOD: Initial one year. The assignment will begin o/a November 2019 and end o/a November 2020, with the possibility to extend for up to five years. Extensions will be subject to review and approval for continuing needs of the position and availability of funds.

WORK HOURS: Full-time; 40 hours per week

NOTES:

- U.S. Citizen who at the time of application and recruitment resides in the cooperating country.
- RESIDENT hire USNPSC is eligible for FICA, health insurance and life insurance in accordance with USAID policy. RESIDENT hire Contractors are not eligible for any other fringe benefits.
- As a RESIDENT hire, no moving, lodging or RELOCATION travel expenses will be extended to successful applicants.

BASIC FUNCTION OF THE POSITION:

The basic function of the PLSA is to provide a high level of safety, security, and operational support to USAID/Nepal Implementing Partners and grantees through proactive engagement, including meetings, site visits, written communications, and SMS texts. The PLSA will manage and supervise all PLSO staff members to ensure all are in compliance with described tasks in their position descriptions. Secondly, the PLSA will serve as the subject matter expert on USAID/Nepal security policies and practices.

REQUIRED QUALIFICATIONS:

The successful applicant will meet or exceed each criterion below.

- **Education (20 points):** Master's degree with five years of experience or a bachelor's degree with ten years of experience in a relevant field of study (i.e. international development, administration, transportation logistics, security operations, crisis management, development planning, etc.)

Special relevant experience can be substituted for the full five and ten year requirements with justification and verification.

- **Experience (30 points):**
 - Demonstrated ability to work effectively and efficiently with clients (Embassy, Mission, and Implementing Partner personnel) and with host country counterparts and international donors on safety and security related issues.
 - Experience with the State Department Office of Diplomatic Security (DS) preferred, but not required.
 - Minimum three years of experience working in developing countries.
 - Minimum one year experience working in post conflict and/or post disaster programs for emergency relief, humanitarian assistance or reconstruction.
 - Specialized expertise in managing the safety and security operations of a USG agency, bilateral or multilateral organization, international non-governmental organization or private company is highly desirable.
 - Ability to communicate effectively both orally and in writing is required.
 - Work experience in Nepal or in the region is preferred.

- **Technical Knowledge (30 points):**
 - 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.
 - Advanced knowledge of the political situation and security risks particular to Nepal.
 - Ability to identify future safety and security trends which may affect IP operations and proactively address them

- **Work Skills (20 points):**
 - Demonstrated leadership experience, with ability to work independently and with little oversight, as well as working closely with Embassy personnel.
 - Possess ability to work effectively and make sound decisions in high-stress and crisis situations.
 - Demonstrate skills in effectively collecting, synthesizing, and presenting information from diverse sources.
 - Possess ability to build networks with external entities, including other USG agencies, host governments, NGOs, and local officials, as well as the host population.
 - Possess ability to manage team members' personal and sensitive information in a professional manner.
 - Possess ability to act proactively and creatively to meet security needs of organizations operating in non-permissive and insecure environment.

Specific Skills (preferred, not required)

- Completion of a certified first aid, safety and security training programs (FEMA, OFDA, Red Cross, etc).
- Knowledge of U.S. Embassy Regional Security Office operating policies and procedures.

- Knowledge of Geographic Information Systems (GIS), Vehicle Anti-Terrorism, and Security Driving.
4. Other Requirements:
- Candidates must be U.S. citizens and be able to obtain a Secret clearance.
 - 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 willing to work extended and/or irregular hours with the possibility of working weekends and holidays.
 - Candidate must be willing to be available remotely on a twenty-four hour basis.
 - Individual must be able to assess the operational environment, establish protocols, and manage a fluid environment.

Maximum points available: 100 points

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://www.usaid.gov/nepal/careers> or by contacting USAID/Nepal Human Resources Office.

Please send your application to the attention of USAID/Nepal Human Resources Office, US Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: USAIDNepalHR@usaid.gov.

The application must include the following:

1. A brief narrative demonstrating how education, experience, and skills address the requirements listed under required qualifications.
2. Resume not exceeding 3 pages in length.
3. Application for employment form AID-309-2
4. Names and contact details for three references.