

ALSSM (Administrative Logistics Security Specialist Manager)

Job Number: DOS0035

Description

We offer you the opportunity to work on substantive assignments to support the U.S. Department of State's initiatives. You will be responsible for all aspects of planning, scheduling, organizing, managing, and assessing performance of assigned ALSS under the Statement of Work (SOW). Through both long-term and short-term assignments, you will promote the development of responsive, fair, and effective criminal justice systems around the world. You'll have the opportunity to leverage your experiences to further your career, contribute to the global community, and make a difference.

Responsibilities

- The ALSSM is required to attend the non-PSS training course.
- ALSSM are also authorized to permanently fill the position / labor category of the ALSS in case of shortages with the approval of HTP.
- All aspects of planning, scheduling, organizing, managing, and assessing performance of assigned ALSS under this Statement of Work (SOW), including: Positions / labor categories are executing their responsibilities efficiently and effectively.
- Ensure all necessary contractor ALSS support is available.
- Ensure on-time delivery of RSO and/or PRS detail support (equipment).
- Perform managerial logistical functions.
- Prepare and maintain property, maintenance, and operational records.
- Prepare periodic/scheduled reports.
- Shall manage a comprehensive administrative program to assist the needs of the RSO and PSS. The individual duties shall include administration, payroll and maintain time sheets/muster sheets for ALSS personnel.
- The ALSS Manager shall ensure that ALSS assigned as subordinates maintain active and accurate records of all protective detail and static guard force personnel assigned equipment, such as: weapons, ammunition, radios, ballistic vests, ancillary protective equipment, vehicle equipment, medical kits and Chemical-Bio equipment.
- The ALSS Manager shall ensure that all shipments and receipt of equipment and materials for the U.S. Embassy, REO, and RSO are properly documented, and follow the proper customs procedures.
- The incumbent shall maintain strict accountability of equipment, supplies, spare parts, etc. through a computerized file and accounting system.
- Coordinate with company's corporate office in all business related transactions under the program.
- Ensure that all goods and services procured in support of Task Orders (TO) associated are purchased and paid for in accordance with applicable with the regulations.
- Supports coordination of personal movement into and out of the country for both official and personal travel.
- Act as liaison with governmental agencies when necessary to ensure visas, custom clearances and other government authorizations.
- Addition duties may be assigned as determined necessary

Qualifications

Experience Required:

Level 3 English proficiency.
US Citizen.

Accredited Bachelors Degree (<http://ope.ed.gov/accreditation/>) in one of the following disciplines - engineering, architecture, construction management, business administration, business management, or facility management or 8 years related experience to include:

Two (2) years overseas experience in administrative and logistical support issues/management.

Supervised/managed a minimum of ten (10) personnel in a direct reporting relationship.

Experience working with a wide range of procurement and logistics management programs.

Ability to maintain strong working relationships and deal effectively with senior U.S. Embassy personnel and senior-ranking military officers.

Proven writing skills and strong interpersonal skills.

Education Required:

Bachelors Degree in one of the following;

Engineering

Architecture

Construction management

Business administration

Business management

Facility management

Or eight years of related experience to include;

Two (2) years overseas experience in administrative and logistical support issues/management.

Supervised/managed a minimum of ten (10) personnel in a direct reporting relationship.

Experience working with a wide range of procurement and logistics management programs.

Ability to maintain strong working relationships and deal effectively with senior U.S. Embassy personnel and senior-ranking military officers.

Proven writing skills and strong interpersonal skills.

To apply for this position please send your resume to Dawn.Toro@HRSSLLC.net