



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 25-2012

**OPEN TO:** All Interested Candidates  
**POSITION:** Fraud Investigator/ IV-DV Assistant FSN-09\*; FP-05\*\* (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** June 6, 2012  
**CLOSING DATE:** June 20, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 1,000,830\* (Grade 9)

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH**

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Fraud Investigator/IV-DV Assistant in the Consular Section.

**BASIC FUNCTION OF POSITION**

Incumbent serves as visa assistant and as the Section's locally engaged fraud investigator. As such, the jobholder is involved with nearly all aspects of visa processing including pre-screening applications, data entry, printing visas and responding to public inquiries related to visa fraud. The employee's fraud investigation duties include working with the Regional Security Office to conduct investigations of possible fraudulent documents associated with visa and passport applications.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Two years university studies are required.
- 2. Prior work experience:** Three years of administrative office experience and /or investigative

work is required.

**3. Language Proficiency:** Level 4 English, French and Arabic is required.

**4. Job Knowledge:** Must have a concrete understanding of the organization and must become knowledgeable about visa processing procedures and U.S. immigration law within the first year on the job. Must understand concept of fraud prevention including interviewing techniques and public relations, in order to communicate effectively applicants suspected of malfeasance as well as key contacts.

**5. Other Skills and abilities:** Must possess highly developed interpersonal skills and must be proficient with standard computer applications. Must have excellent written and oral communication skills in order to develop complex explanations and to be able to solicit sensitive information through skilled and tactical questioning, draft fraud reports and contribute to the Consular Section's semi-annual fraud report to the department. Driving license is required.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

#### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

#### **TO APPLY**

*Interested applicants for this position must submit: (1) and (2) below:*

1. Preliminary Documentation
  - Embassy application form (usually the Application for Employment DS-174, available at the HR Office) or a current resume or curriculum vitae that provides the same information as a DS-174.
  - Letter of Interest. You must attach to the letter:
    - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
    - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).

2. Proof of education.

- Copies of relevant diplomas or degrees (as required) by the position.
- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: June 20, 2012**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Fraud Investigator/IV-DV Assistant, Vacancy Announcement # 25-2012

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalqiers\_app@state.gov**

**Note: Only the best qualified applicants will be contacted for test and interview**