



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 13 - 012**

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Fraud Investigator-Database Developer, FSN-8; FP-6  
(Salary approx. Tk. 56,000 per month)
- OPENING DATE:** February 20, 2013
- CLOSING DATE:** March 6, 2013
- WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking an individual for the position of **Consular Fraud Investigator/Database Developer** in the Fraud Prevention Unit (FPU) at the Consular Section.

**BASIC FUNCTION:** The incumbent reports directly to the FPU Locally Employed Staff (LE Staff) supervisor and is overall supervised by the Fraud Prevention Unit Manager (FPM). Serves as the in-house computer-programming expert and will build computer-based tools (databases and spreadsheets) that will enable Consular staff to analyze and mine data, which will contribute to improved internal operations and ultimately better adjudications. S/he may occasionally go on field investigations for both



Immigrant Visa (IV) and Non Immigrant Visa (NIV) cases as well as American Citizen Service (ACS) cases at the request of numerous other agencies including Department of Homeland Security (DHS) and Social Security. Investigations may involve extensive overnight travel to remote areas of the country to conduct on site interviews, verification of documents and file reviews at a variety of civil, religious, education and other institutions. Drafts reports on findings of investigations and suggests next steps. Also performs other duties as assigned.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. Database Design and Statistical Analysis:**

Initiate, design, develop, and implement software as per consular requirements to carry out statistical analysis and targeted search of records. Intermediate level of experience in platform and time sensitive application development from scratch is required. Determine the relationships between the different data elements; superimpose a logical structure upon the data on the basis of these relationships. Applicant must have advanced level of expertise on Microsoft Office Suite, especially Microsoft Access with SQL Database as backend. Microsoft Office Advanced features include mail merge, data analysis, macros, filters, pivot tables, different functions using loop over loop, etc. Applicant should have the ability to create, maintain, update, and improve existing in-house Consular databases that were written in MS Access.

### **B. Serves as Consular Investigator in the Fraud Prevention Unit (FPU):**

Conducts field investigations in one of the toughest fraud environments anywhere to uncover fraud in a variety of IV, NIV and ACS cases as well as cases from other agencies. Relies on interviewing of a wide variety of subjects in the field including neighbours, relatives and local civil, religious and education officials to ascertain the true nature of a wide range of relationships (blood, adoptive, step relationships). Also conducts neighbourhood investigations to determine whether marriages and divorces are legitimate or fraudulent for immigration purposes. Reviews records at local registries and education institutions to verify legitimacy and genuineness of documents. In conducting these responsibilities, frequent travel is required to remote and difficult locations for several days at a time. Responsible for writing reports on the results of field investigations that contain pertinent data, observations and conclusions for review and action by a Consular Officer.



### **C. Other Duties:**

- Serve as backup Travel Arranger using E-2 Solutions software for Consular Section personnel.
- Serve as backup Consular web master.
- Carry out additional duties as assigned.

### **QUALIFICATIONS REQUIRED:**

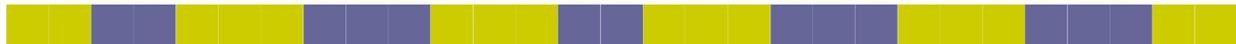
**1. Education:** Minimum a Bachelor's degree in Computer Science is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*

**2. Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing English and Bangla required. Applicant is frequently required to serve as Bangla interpreter for English speaking colleagues. English and Bangla language proficiency will be tested.

**3. Prior Work Experience:** At least two years' experience in computer database creation or design is required.

**4. Knowledge:** High-level knowledge of PC-based software packages, including Windows, MS Office applications essential. Knowledge of database management critical. Must have completed MS Access and Database Designing and Development Course. In-depth knowledge of complex local laws and customs, especially marriage and divorce is required. Expertise in identifying real and fake or fraudulent documents including religious and education documents, passports, bank documents and I.D.s. Demonstrated ability to explain effectively complex policies and procedures to seniors, peers, subordinates, and members of the public. Must be able to safeguard privacy information.

**5. Skills and Abilities:** Ability to work independently on investigations and record maintenance. Ability to exercise initiative in obtaining evidence either through direct questioning or via alternate methods including information technology. Ability to use discretion in the handling of sensitive and privileged information. Strong oral and writing skills are necessary as well as the ability to speak persuasively. Must display unquestioned integrity in all aspects of official duties. Ability to communicate effectively in English and Bangla.





## **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.



3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

**SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: HRO  
Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**All candidates** must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

**POINT OF CONTACT:**

Human Resources Assistant  
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)



## **DEFINITIONS:**

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling
- is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and



- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

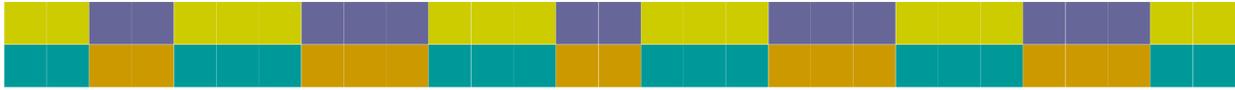
5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.



EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: March 6, 2013**

**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.***

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

HRO: x  
CONS: x  
FMO: x  
MGT: x