



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12 - 064

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Visa Assistant (NIV Fraud Analyst), FSN-7; FP-7
(Salary approx. Tk. 48,000 per month)
- OPENING DATE:** August 7, 2012
- CLOSING DATE:** August 26, 2012 (before 4:30 p.m.)
- 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 applications for the position of **Visa Assistant** (NIV Fraud Analyst), for its Non Immigrant Visa (NIV) Unit at the Consular section.

BASIC FUNCTION: The incumbent executes all procedures associated with processing NIV applications and printing approved visas. S/he works as a primary fraud detection analyst in NIV Team.



MAJOR DUTIES AND RESPONSIBILITIES:

- ✚ Execute all procedures associated with the processing and printing of NIV applications, including fraud screening and detection, photo-capturing, finger-scanning, applicant pre-screening, security clearance processing and printing approved visas. Completes all required tasks with a high degree of accuracy of data entered by post off-site data entry contractor, for the verification of student and exchange visitor SEVIS data through the Consular Consolidated Database (CCD), for the preview and printing of Machine Readable Visas (MRVs), for processing Consular Electronic Application Center application forms (DS-160) and for processing applications received pursuant to post referral policy.

- ✚ Must have in-depth knowledge of local culture, institutions and political climate. Under the supervisions of the unit supervisor, using known fraud patterns and indicators, incumbent analyzes NIV applications for fraud indicators and conducts extensive database searches to identify and confirm fraud patterns. S/he must possess expert skill in CCD, the NIV and IVO visa applications, as well as commercial database such as Google, etc. Incumbent must work closely with and share sensitive fraud related information with colleagues in all consular units and Regional Security Office.

- ✚ Routinely communicates with visa applicants orally and in writing. Works directly with visa applicants and staff members of organizations who employ visa applicants. Responds to NIV inquiries by telephone, e-mail and I person. Must possess in depth technical knowledge of U.S. laws and local policies and procedures in order to clearly explain the often complex U.S. visa qualification requirements to applicants and to their families. Frequently and routinely requires to deal tactfully, diplomatically and compassionately with emotionally overwrought applicants and their families. Frequently performs duties as translator for adjudicating officers.

- ✚ Assists supervisor in contract supervision of off-site data entry/ appointment scheduling contractor, weekly appointment planning, scheduling, development of new procedures and quality control of data entry and completed MRVs.

- ✚ Maintains NIV issuance and refusal files, including the proper preparation and storage of NIV issuance and refusal records. Performs other duties as assigned.



QUALIFICATIONS REQUIRED:

- 1. Education:** Bachelor's degree in Arts, Commerce, or Science from a recognized University is required. *(You must attach a copy of your bachelor's degree certificate copy along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) speaking/reading in English and Bangla is required. Ability to write English at the U.S. high school graduate level is required. Serve as Bangla interpreter for English speaking colleagues. English and Bangla language proficiency will be tested.
- 3. Prior Work Experience:** Minimum two years experience in administrative, governmental or para-professional fields is required.
- 4. Knowledge:** Thorough understanding of Bangladeshi culture and social environment.
- 5. Skills and Abilities:** Must be able to perform duties effectively and tactfully in a high pressure workplace, demonstrated well developed team skills and contribute to a collegial work environment, possesses excellent interpersonal skills. Ability to use sophisticated consular software, e.g. NIV, INK, IVO and CCD.

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, US 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: August 26, 2012

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