

HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 15 - 009

- OPEN TO:** **All Interested Candidates/All Sources**
- POSITION:** **Consular Fraud Investigator, FSN-8; FP-6**
(Salary approx. Tk. 68,000 per month)
- OPENING DATE:** **February 10, 2015**
- CLOSING DATE:** **February 24, 2015** (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.

U.S. Embassy Dhaka is seeking applications for the position of **Consular Fraud Investigator**, for its Fraud Prevention Unit (FPU) at the Consular section.

BASIC FUNCTION: Under the direct supervision of the FPU Foreign Service National (FSN) supervisor, the incumbent performs detailed and complex investigations for both Immigrant Visa (IV) and Non Immigrant Visa (NIV) cases as well as American Citizen Service (ACS) cases and investigation requests for numerous other agencies and other posts. Work involves 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 suggested next steps. Prescreens IV and NIV cases and adds necessary case remarks for the officers on fraud trends.

MAJOR DUTIES AND RESPONSIBILITIES:

- Conducts field investigations to uncover fraud in a variety of IV, NIV and ACS cases as well as by interviewing a wide variety of subjects in the field including neighbors, relatives and local civil, religious and education officials to ascertain the true nature of a wide range of relationships, ages or identities of the applicants. Also conducts neighborhood investigations to determine whether marriages and divorces are legitimate or fraudulent for immigration purposes. Reviews record at local notaries and education institutions to verify legitimacy and genuineness of documents. Responsible for writing reports on the results of field investigations.
- Develops and maintains contacts at the low to midlevel in education, law enforcement, immigration and passport offices, airports, and civil registries. Enters information and maintains FPU databases and statistics. Scans documents and maintains Consular files. Conducts anti-fraud training for new Consular Officers and maintains training materials and fraudulent document exemplars. Conducts periodic briefings on fraud trends, and acts as an on demand subject matter expert for Consular Officers in cases where fraud is suspected. Conducts telephone interviews or inquiries and prescreens NIV cases and looks for potential fraud trends or tripwires. Completes all task with a high degree of accuracy within prescribed deadlines while operating with substantial autonomy and solving the vast majority of problems without assistance.
- Receive cases that have been referred by Consular Officers for Deoxyribonucleic Acid (DNA) testing. Executes all procedures associated with the processing of DNA cases in accordance with the FAM (Foreign Affairs Manual).
- Is expected to be comfortable translating from Bengali to English and vice versa and must be comfortable using legal terms in both English and Bengali and in interpreting in adverse conditions, e.g. adverse weather, non-cooperative interlocutors, witnesses who have been coerced, etc.
- Assists other units within the Consular Section and any other duties assigned by the FPU supervisor and Manager.



QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum three years bachelor's degree 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 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 three years of progressively complex experience in administrative, investigative, governmental or Para-professional fields is required.
- 4. Knowledge:** Thorough knowledge of internal visa operations, processes, procedures and regulations. In-depth knowledge of complex local laws and customs, especially marriage and divorce. Expertise in identifying real and fake or fraudulent documents including religious and education documents, passports, bank documents and I.Ds. Demonstrated ability to effectively explain complex visa policies and procedures to seniors, peers, subordinates, and members of the public. Ability 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 utilize Microsoft Office suite of tools. 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.

SELECTION PROCESS:

It is essential that 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 (USEFMs) 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.
6. The candidate must be able to obtain and hold a security clearance.

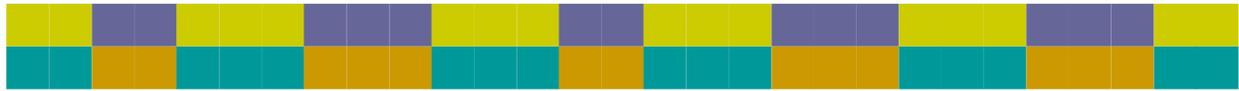
TO APPLY:

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 and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and**
- 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/> (Go to “About Us” and click on “Job Opportunities”)

POINT OF CONTACT:

Human Resources Assistant
Telephone #5566 2000 (between 10am to 11am Sunday through Thursday)

CLOSING DATE FOR THIS POSITION: February 24, 2015

The U.S. 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, age, disability, political affiliation, marital status, or

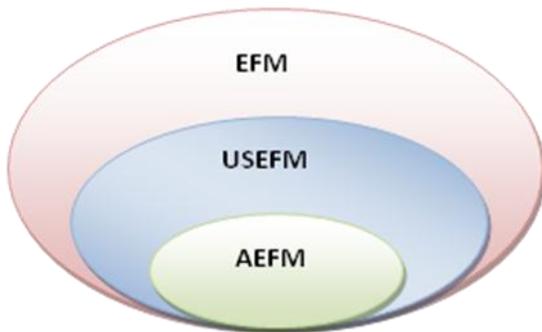


sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

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.



Appendix A DEFINITIONS



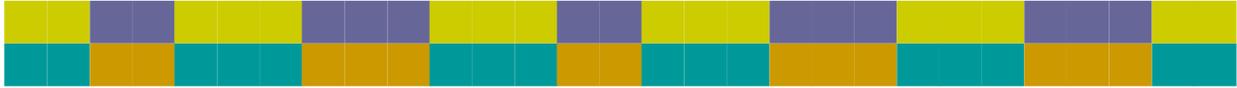
This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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 U.S. Citizen.

4. **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 U.S. Social Security Number (SSN).

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

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Cleared by:

HRO: x
CONS: x
FMO: x