



UNITED STATES CONSULATE GENERAL  
RIO DE JANEIRO, BRAZIL

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*Management Notice No. 11-044  
August 24, 2011*

TO: ALL POST PERSONNEL  
FROM: MGMT, PATTI HOFFMAN  
SUBJECT: VACANCY – INVESTIGATOR

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**OPEN TO:** All Interested Candidates/All Sources  
**POSITION:** Investigator, FSN-9/FP-5 (subject to Washington approval)  
**OPENING DATE:** Wednesday, August 24, 2011  
**CLOSING DATE:** Wednesday, September 7, 2011  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Ordinarily Resident (OR): R\$66.274 P/A (Starting salary) (Position Grade: FSN-9)  
\*Not-Ordinarily Resident (NOR): US\$50,043 P/A (Starting salary) (Position Grade: FP-5 - subject to Washington approval)

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

The U.S. Consulate General in Rio de Janeiro is seeking an individual for the position of Investigator in the RSO's Office.

**1. BASIC FUNCTION OF POSITION**

Incumbent is charged with conducting sensitive criminal investigations related to large scale and complex organized criminal enterprises and or terrorist operations in combination with exploiting methods and trends developed to wrongfully secure United States visas, passports, and or official travel documents used to gain unlawful entry into the United States. In addition, the incumbent will foster professional relationships with the host nation, engaging and sharing with the Brazilian Federal government and federal prosecutors in complex investigations and establishing country-wide efforts

to analyze, interpret, interrupt and prosecute all involved with the production, distribution, and or use of U.S. issued travel documents or benefits obtained illegally by way of organized fraud.

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 21 3823-2608 or 21 3823-2612**

## **2. QUALIFICATIONS REQUIRED**

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

- 1. EDUCATION:** University degree in police or criminal justice, intelligence studies, law or advanced analytical or technical applied sciences is required. Applied sciences meaning the discipline dealing with the art or science of applying scientific knowledge to practical problems.
- 2. EXPERIENCE:** Progressively responsible experience in any of the following areas required:
  - a )** Work experience within the Government of Brazil in security, investigative, intelligence, police or criminal services;
  - b)** Work experience with the Brazilian system of government in the field(s) of criminal justice, criminal investigations or the federal courts with emphasis on technical, analytical or procedural investigations or applied operations commensurate with criminal prosecution programs with a concept of needs focused on identification, interception or interruption of organized criminal operations.
- 3. LANGUAGE:** Level IV (fluent written/spoken) English and Portuguese skills is required.  
**BOTH WILL BE TESTED.**
- 4. KNOWLEDGE:** A good working knowledge of documentary sources of information and familiarity with pertinent local laws such as invasion of privacy, marriage, divorce, etc. Knowledge about criminal activities and modus operandi of criminal organizations in Brazil. The work requires a comprehensive command of Brazilian criminal law, analytical and legal research as well as the ability to produce reports of investigations based on investigative efforts. Incumbent must be able to rapidly coordinate large scale, high profile investigations for both host nation and U.S. law enforcement and maintain a cadre of key contacts with a like interest in program goals. Basic knowledge of U.S. travel document concerns, objective ideas in respect to the overall fraud trends, methods, and strategies in visa and passport fraud is preferred.
- 5. SKILLS AND ABILITIES:** Critical and independent thinker, great salesmanship and the ability to work as a team toward a common goal. Computer skills, (word processing, excel, PowerPoint). Must possess a local valid driver's license category B and no criminal history in any jurisdiction. Must be able to translate from Portuguese to English and vice versa. Typing level I (15-29wpm).  
**THIS WILL BE TESTED.**

## **SELECTION PROCESS**

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **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. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); **or**
  2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
  3. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
  4. Candidates who claim U.S. 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.
  5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
- 3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

**SUBMIT APPLICATION TO**

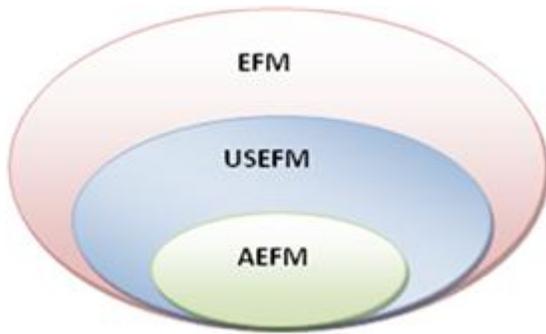
**[Mgtusghr3@yahoo.com](mailto:Mgtusghr3@yahoo.com)**

**(PLEASE PUT POSITION NAME)**

**POINT OF CONTACT:**

Human Resources Office  
Ana-Maria Miranda  
Address: Av. Pres. Wilson, 147 – Rio de Janeiro, RJ 20030-020  
Telephone: 21.3823-2608  
Fax: 21.3823-2600

## DEFINITIONS



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

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: Wednesday, September 7, 2011**

The US Mission in Brazil 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.

Drafted by: hr/amcm

Cleared by: A/RSO: CKnysch