

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

*Human Resources Office, 498 Ave Lukusa, Kinshasa  
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**ANNOUNCEMENT NUMBER: 13-50**

**Candidates who previously applied for position number 13-33 need not reapply as your application will be considered.**

**OPEN TO:** All interested candidates  
**POSITION:** **Fraud Investigator, FSN-1430-8; FP-6**  
**OPENING DATE:** November 22, 2013  
**CLOSING DATE:** December 6, 2013  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office.

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

The U.S. Embassy in Kinshasa is seeking an individual for the position of Fraud Investigator in the Consular Section.

## **BASIC FUNCTION OF POSITION**

Serves as the primary consular fraud investigator of the U.S. Embassy in Kinshasa. Under the general direction of the consular section chief (or backup), the incumbent is responsible for conducting a variety of fraud investigations throughout the Democratic Republic of Congo (DROC) in regards to ACS, passport, visa, and adoption fraud, counterfeit/forged documents, and relationship and identity fraud.

*A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.*

## **QUALIFICATIONS REQUIRED**

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

**Education:** College/University Studies required.

**Experience:** At least two years of law enforcement, military and/or investigative experience is required.

**Language Proficiency:** Level IV (Fluent) in Lingala, French, and English for both oral and written communications.

**Knowledge:** Incumbent will have a high level working knowledge of Congolese culture, geography, ethnic groups, socio-economic issues, law, language and government bureaucracy. The incumbent should also be aware of Congolese law enforcement practices. Must have a detailed knowledge of the criminal investigations, immigration and visa fraud, citizenship claims and benefits fraud. Also will have detailed knowledge of U.S. immigration law, regulations, policies, and procedures, and be able to explain same to public.

**Skills and Abilities:** Must possess excellent interpersonal, verbal, and written communication skills. Must possess or acquire excellent computer and data-management skills, and time-management skills. Must be able to operate with little to no supervision in dynamic and possibly hazardous environments.

## **SELECTION CRITERIA**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. 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 applicants for this position must submit the following or the application will not be considered:

Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.

## **DEFINITIONS**

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
  - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

**CLOSING DATE: December 6, 2013**

Drafted: HR: WBULU

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