JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 12-29

OPEN TO:	All interested candidates
POSITION:	**Security Investigator, FSN-705-8; FP-6**
	May be hired at Training/Developmental level
OPENING DATE:	June 1, 2012
CLOSING DATE:	June 15, 2012
WORK HOURS:	Full-time; 40 hours/week
SALARY:	Information on salary may be obtained from the Human Resources Office
	(Position Grade: FP-6 to be confirmed by Washington)

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 Security Investigator in the RSO Section.

BASIC FUNCTION OF POSITION

As a Foreign Service National Investigator (FSNI), incumbent performs a full range of general and specialized investigative functions pertaining to employment, security and criminal matters in relation to the U.S. Government (USG). Periodically, serves as acting Senior FSNI. Assists the Regional Security Officer (RSO) in maintaining extensive contacts with operational and senior Government of Democratic Republic of the Congo (GDRC) security and law enforcement officials directly involved with issues of concern to the mission and USG in the Democratic Republic of the Congo (DRC).

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: A university degree is required. Bachelor Degree or equivalent in criminal justice, management, or closely related field.

Experience: Three years of progressively responsible experience in investigative work with law enforcement, police, military, or major international security company is required.

Language Proficiency: Level IV (Fluent) Speaking/Reading English and French is required. Level IV (Fluent) Lingala is also required.

Knowledge: Internal – Must have detailed understanding of security procedures and regulations contained in the Foreign Affairs Manual and operations within the Embassy. Must have knowledge of principles and techniques of investigations.
External – Must have good knowledge and understanding of the operational environment, i.e., cultural, political and law enforcement entities to be able to develop and have access to information in incumbent's area in the interest of Mission objectives. Must have knowledge of GDRC police structure.
Specialized - Must have good knowledge and understanding of the theoretical principles of standard security practices and procedures.

Skills and Abilities: Must be able to use keyboard proficiently and calculator . Must have a valid Driver's License. Must be able to handle protective and security equipment, screening and photography equipment. Must have good computer and excellent communication skills.

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 EFMs 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. The candidate must be able to obtain and hold security and medical clearance.

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.

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 safe haven abroad, or alternate safe haven 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 EFMs and EFMs 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: June 15, 2012

Drafted: HR: FNSASU
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