



Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 78

The U.S. Embassy in Cairo is seeking an individual for the position of **Security Investigator** in Regional Security Office.

OPEN TO: All Interested Candidates.

POSITION: **Security Investigator**- LES-8⁽¹⁾; FP-6⁽²⁾

OPENING DATE: October 1, 2015

CLOSING DATE: October 15, 2015

WORK HOURS: Full-time; 40 hours/week.

SALARY: (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-8, step 1 is L.E. 105,955.

(2) Actual FP grade and salary will be determined by the US Department of State.

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

BASIC FUNCTION OF POSITION

Performs the full range of personal background security investigative duties relating to the determination of suitability for employment with the embassy or associated agencies of Foreign Service local job applicants. This involves planning, investigating, fact-finding, evaluating, and writing the report that will be the basis for the determination of the applicants' suitability for employment. Similar personal background investigations are made of local citizens or alien resident in the country who are prospective spouses of American Embassy personnel. Special investigations are performed on prospective scholars and travel grantees sponsored by the U.S. Educational Foundation (Fulbright Grants) and candidates submitted for admission to the military academies West Point and Annapolis. Conducts investigations into a variety of cases concerning suspected fraudulent actions committed for the purpose of obtaining visas. These may include sham marriages, false identity claims or relationship to a U.S. citizen or of a child to a principal applicant for an immigrant visa. As requested, employee may investigate suspected irregularities on the part of Local Employed Staff (LES) engaged in the issuance of visas.

QUALIFICATIONS REQUIRED

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

1. College studies is required.

2. Three years of progressively responsible experience in investigative work with a military, police, or private security organization.
3. Level III, good working knowledge of English & Arabic.

SELECTION PROCESS

"Mission policy prohibits pre-selection of applicants."

Best qualified displaced/RIFed employees will receive priority consideration if no US Citizens Family Members, or veterans apply.

When equally qualified, U.S. 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.

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 U.S. Citizen EFM's who hold an FMA appointment 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 applicants for this position must submit the following to be considered:

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Lamiaa Hafez or Cindy El Deib

U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City

Email: cairojobs@state.gov

CLOSING DATE FOR THIS POSITION: October 15, 2015

The US Mission in Cairo 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.