



Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 27

The U.S. Embassy in Cairo is seeking an individual for the position of **Fraud Investigator/Administrative Assistant** in the Consular Section.

OPEN TO: All interested candidates.

POSITION: **Fraud Investigator/Administrative Assistant**- LES-8⁽¹⁾; FP-6⁽²⁾

OPENING DATE: March 9, 2015

CLOSING DATE: March 23, 2015

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

SALARY: (1) Mission Policy is to hire Locally Employed Staff (LES) employees at step 1 of the grade. The current annual salary for an LES-8, step 1 is L.E. 98,851.

(2) Actual FP grade and salary will be determined by the U.S. 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

Under the direct supervision of the Senior Consular Fraud Investigator in Cairo, and the guidance of the Fraud Prevention Manager (FPM) and the Assistant Regional Security Officer Investigator (A/RSO-I), the incumbent works as a Fraud Investigator for the Fraud Prevention Unit (FPU) of the Consular Section. The FPU is responsible for investigating potential fraud in consular related matters and investigating potential security problems therein. The incumbent maintains a high level of judgment and integrity while conducting complex and sensitive fraud investigations requested by the FPM and A/RSO-I. The investigations may be conducted in the office or in the field and the incumbent is responsible for preparing a detailed, analytical report of findings. The incumbent carefully handles in-depth interviews with suspected applicants to verify the accuracy of submitted information/documents. The incumbent translates from Arabic into English and vice-versa, complex legal documents and materials related to the fraud prevention program. The incumbent provides simultaneous translation during interviews and training seminars. The incumbents uses keen interpersonal skills and has an ability to coordinate actions and maintain good working relationships with other U.S. law enforcement agencies and external offices such as police, airlines, state security, immigration, banks, prosecutors, and many other local agencies. The incumbent conducts fraud training to consular staff and advises the FPM and A/RSO-I on detecting fraud patterns and trends. The incumbent performs office administrative and secretarial duties pertaining to the fraud prevention program.

QUALIFICATIONS REQUIRED

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

1. University (Bachelor) degree in police academy, law school, or liberal arts is required.
2. Three years of progressive responsible experience in all of the duties described in the major duties and responsibilities of the position: work; investigative work (for example: law, insurance, police, immigration, security, or justice fields); and clerical, secretarial and administrative work required.
3. Level IV (fluent) English and Arabic are required

SELECTION PROCESS

"Mission policy prohibits pre-selection of applicants."

Best qualified displaced/(Reduction in Force) RIFed employees will receive priority *consideration* if no U.S. Citizens, family members, or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) (A type of EFM that is eligible for direct hire employment) 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 EFMs who hold an (Family Member Appointment)FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed (Not-Ordinarily Resident)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 U.S. mission in Egypt.
3. Candidates who claim U.S. 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: March 23, 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.