

VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
SAN SALVADOR



No. 13-37	Consular Investigator Position Vacancy	Date: 11/06/13
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OPEN TO: All Interested Candidates

POSITION: Consular Investigator, FSN-8, FP-6

OPENING DATE: November 6, 2013

CLOSING DATE: November 20, 2013

WORK HOURS: Full time; 40 hours/week

SALARY: AEFM position grade: FP-06
Locally Employed Staff: \$19,140 (Starting salary: BR + Allowances)

Due to budgetary considerations, Post cannot provide Highest Previous Rate above Step 5 of the grade of the position for Eligible Family Members.

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

The U.S. Embassy in San Salvador is seeking one individual for the Consular Investigator position in the Consular Section.

COMPLETE DESCRIPTION OF THE POSITION

Incumbent is responsible for conducting investigations on immigrant visa fraud. The investigations include scheduling interviews, reviewing documentation submitted as proof of relationship, and interviewing separately petitioners and beneficiaries; conducting field investigations for all units within the Section; conducting investigations on IV applicants involved with local and U.S. gangs; the investigations include taking pictures of the tattoos that the applicant may have on his body that could be gang related; conducting a thorough interview to determine any criminal background hits in the U.S. or El Salvador; exchanging intelligence related to gang issues with law enforcement, Federal Bureau of Investigations, ARSO-I and offices working in FPU; serves as a first point of contact with the Transnational Anti-Gang Center of the National Police; assists the Fraud Prevention Manager, Non Immigrant, IV and ACS units as needed.

QUALIFICATIONS REQUIRED

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

- 1. EDUCATION:** Two years of college studies is required.
- 2. EXPERIENCE:** Minimum of three years of work experience in investigations, and customer service is required.#
- 3. LANGUAGE:**
English: Level IV (Fluent knowledge) Speaking/Reading is required.
Spanish: Level IV (Fluent knowledge) Speaking/Reading is required.
(Applicants will be tested at the level of language proficiency required in order to be eligible to move on to the interview stage) These are not FSI levels.
- 4. KNOWLEDGE:** Must have a thorough knowledge of U.S. Immigration Law as it applies to misrepresentation/fraud, alien smuggling, and citizenship fraud; must have a deep knowledge of local and U.S. gang issues including the significance of tattoos, vocabulary used among gang members, mannerisms and signals used by gang members.
- 5. SKILLS:** Must have excellent interviewing skills and interpersonal skills with the ability to initiate and sustain contacts both in person and over the phone or internet to establish connections quickly with people at all levels. Must be resourceful in obtaining evidence required for investigations; ability to distinguish between genuine and counterfeit documents.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 EFM's 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 applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174);
<http://sansalvador.state.gov/content/offices/HRO/jobs.html> or
<http://sansalvador.usembassy.gov>
or a current resume/curriculum vitae that provides the same information as an DS-0174;
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 positions as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy San Salvador

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. Citizen; and,
- Spouse or unmarried child 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

EFMs without US Social Security Numbers are OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

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.

CLOSING DATE FOR THIS POSITION: November 20, 2013

The US Mission in San Salvador 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.

Cleared: CONS/HRO/FMO

Approved: A/MGT:DDEMAGGIO