

U.S. Mission Guatemala

VACANCY ANNOUNCEMENT NUMBER: G16-027

OPEN TO: All Interested Candidates / All Sources

POSITION: Criminal Fraud Investigator (CFI)

OPENING DATE: November 10, 2016

CLOSING DATE: November 23, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: *Ordinarily Resident (OR):* FSN-10: Q230,914.00 (p.a.)
Not-Ordinarily Resident (NOR): FP-5 (steps 5 through 14)*: \$58,032.00 (p.a.)
*Final grade/step for NORs will be determined by Washington.

The “Open To” category listed above refers to applicants who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

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

The U.S. Mission in Guatemala is seeking eligible and qualified applicants for the position of **Criminal Fraud Investigator** in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

The Criminal Fraud Investigator (CFI) is responsible for conducting investigations of passport fraud, visa fraud, alien smuggling, human trafficking, and other criminal actions that impact the national security of the United States. The CFI builds and maintains mid to high-level contacts with the Guatemalan National Civil Police (PNC), immigration officers, prosecutors (Ministerio Publico), airline officials, and other Government of Guatemala (GOG) agencies. The CFI reports directly to the Assistant Regional Security Officer – Investigator (ARSO-I), and assists the ARSO-I with managing the logistical and administrative support of 5-10 PNC investigators assigned to the ARSO-I program’s Special Investigative Unit (SIU). Such tasks include budgetary issues, equipment, official travel, lodging, as well as coordinating the maintenance and upkeep of the SIU’s building/office space per established local lease agreements. The CFI provides investigative guidance to the SIU to locate and arrest U.S. fugitives and assists in

coordinating with the U.S. Marshals Service (USMS), SIU, and GOG agencies to locate, arrest, and extradite or expel the fugitives from Guatemala to the United States. The CFI develops and conducts training for the PNC, immigration authorities, and prosecuting authorities (Ministerio Publico) to increase their awareness and ability to conduct investigations and prosecutions of criminal syndicates. When not on approved leave, the CFI will be available for emergency response or urgent investigative coordination 24/7.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Bachelor's degree (or host country equivalent) in the area of law, security, criminal justice, political science, or international relations is required.
- 2. EXPERIENCE:** At least five years of responsible experience in an investigative or security-related field requiring the gathering, evaluating, and interpreting of potentially-sensitive facts and information pertaining to violations of law and other applicable regulations is required.
- 3. LANGUAGE:** Level IV (fluent) speaking/reading/writing of Spanish is required. Level IV (Fluent) speaking/reading/writing of English is required. **(This will be tested.)**
- 4. JOB KNOWLEDGE:** A thorough understanding of Guatemalan law, as well as prosecutorial and investigative procedures utilized by Guatemalan authorities.

Incumbent has a highly-developed understanding of how Guatemalan law applies to document fraud, alien smuggling, and human trafficking. Incumbent must also understand Guatemalan etiquette in regards to formal working relationships. Incumbent has extensive knowledge about police procedures in Guatemala, as well as constitutional law, and prosecutorial procedures. Incumbent must understand how Guatemalan immigration laws work as well as trends in immigration fraud. Incumbent is charged with developing a network of contacts in law enforcement in order to help with the prosecution of fraudulent applicants. Incumbent must also have the knowledge to plan and implement training, budgeting, and management of funding.

- 5. SKILLS AND ABILITIES:** Ability to write detailed investigative reports and give oral presentations in Spanish and English. Translation capability of both written and oral communications. Effective interviewing techniques and skills. Ability to use Microsoft Office products and other common computer applications at Level IV (Good Working Knowledge). **(This will be tested).**

Valid Guatemalan driver's license and willingness to receive firearms training and carry a firearm in performance of specific duties in accordance with Guatemalan law.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at http://guatemala.usembassy.gov/employment_opportunities.html.

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold **LOCAL** security certification.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);

2. Copy of CV;
3. Copy of national document (DPI); and
4. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

IMPORTANT: All EFM applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process.

WHERE TO APPLY:

Human Resources Office Mailing Address: Envelope addressed to Carolina Búrbanco
Corner of 1a. Avenida/7a. Calle "A" zona 10, Guatemala
(correspondence booth located at the corner).

E-mail Address: GuatemalaRecruitment@state.gov (Please be advised that electronic applications will be considered only for applicants currently residing outside of the country of Guatemala. For applicants residing in Guatemala, we will not consider electronic applications, they must be delivered to the Mailing Address indicated above.)

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A – DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.