

Position No. OBO002

**Position Name: Security Investigator
Name: VACANT**

13. BASIC FUNCTION:

Investigations and operational security duties.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

40%

Conduct various pre-employment background investigations in Ecuador as designated by the New Consulate Complex Site Security Manager or Regional Security Office. Interviews prospective employees, previous employers, references, neighbors and developed sources in the performance of these investigations. Conducts verifications of claims to education, obtains local police records checks and inputs data into the SSM and/or RSO database. Conducts investigations, and investigative inquiries on prospective employees and subcontractors involved in the NCC construction project. Conducts screenings of proposed sub-contractors and attendant personnel. Conducts investigations of security related incidents which occur at the NCC site. Conducts special investigations to resolve security suitability issues relevant to the 2000+/- individuals that will participate in the construction of the new Consulate complex. Coordinates security needs for the NCC with the SSM and RSO. Conducts special investigations and criminal inquiries regarding cases as directed by SSM or RSO

40%

Maintains a Microsoft Access security certification database for approximately 2000 individuals that will be engaged in some aspect of the new consulate project. Initiates and tracks police records checks, and internal inquiries associated with security certification for the NCC project.

10%

Monitors local security conditions, and keeps the SSM and RSO informed of any street disturbances, protests or civil disobedience action. Participates in security advances and details for USG VIPs and performs security escort or protective duties as directed by the RSO.

10%

Other project support duties and responsibilities as assigned.

15. QUALIFICATIONS REQUIRED:

- A. **Education:** University degree in administration, criminal justice, or law is required.
- B. **Prior Work Experience:** At least two years of security, policing or managerial experience involving report writing is required or two years in an administrative supervisory position. Must have experience that includes collection of information and preparation of reports.

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- C. **Post Entry Training:** At the earliest possible time, may attend the Security Investigators Course provided by the Diplomatic Security Service in Washington, DC and/or on the job training. Incumbent will be provided weapons qualification training and basic Foreign Service National Investigator (FSNI) training.
- D. **Language Proficiency:** Level II written/spoken English and Spanish are required.
- E. **Job Knowledge:** Must be familiar with the Diplomatic Security regulations. Must be familiar with local regulations or laws that pertain to personal or real property and criminal investigative procedures. Must be familiar with local law enforcement districts and regions and their responsibilities.
- F. **Skills and Abilities:** Must be familiar in the use and operation of MS Office programs such as Word, Outlook, Excel and Access (must be proficient). Must have excellent interpersonal skills. Must have excellent negotiation skills and interviewing skills to be able to effectively work with people when obtaining sensitive personal information. Must have a valid driver's license.

16. POSITION ELEMENTS:

- A. **Supervision Received:** Direct supervision from the SSM and RSO. Minimal supervision should be necessary when conducting interviews and investigations, or negotiating USG positions.
- B. **Available Guidelines:** Applicable Diplomatic Security regulations and USG laws, Division 1 Specifications for the NCC project, local police and GOE laws and regulations, and the pertinent Foreign Affairs Manual (FAM) regulations.
- C. **Exercise Judgment:** Must be able to decide and execute the when, where, and how's associated with collection of necessary information for the completion of assigned duties.
- D. **Authority to Make Commitments:** None.
- E. **Nature, Level and Purpose of Contacts:** Must maintain contacts with appropriate Police force elements, General Contractor, and OBO representatives.
- F. **Time Expected to Reach Full Performance Level:** three Months.