

Position Vacancy



U.S. Consulate General Hermosillo

Announcement

No: 2014/08
Open to: All Interested Candidates
Position: **A31-001, Fraud Prevention Analyst FSN-8**
Opening Date: December 8, 2014
Closing Date: December 29, 2014
Work Hours: Full Time; 40 hours/week
Salary: Ordinarily Resident (OR): \$271,821.12 Pesos per year (FSN-8 starting salary)

(Note: All ordinarily resident applicants must obtain the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)

The U.S. Consulate General in Hermosillo is seeking an individual for the position of Fraud Prevention Analyst in the Fraud Prevention Unit (FPU).

BASIC FUNCTION OF THE POSITION

The employee provides support, research, analysis, and interview assistance to Consular Officer and Locally Employed Staff throughout the Consular Section. The primary role of this position is to assist in the identification and documentation of consular fraud, as well of provision of internal and external training.

REQUIRED QUALIFICAITONS

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

- Completion of High School plus two years of general studies at the university level is required.
- Two years of experience in consular or investigative work is required.
- Level IV (fluent) Spanish (written and spoken) is required. Level III (good working knowledge) English (written and spoken) is required. (Please see section "To Apply" on page 2 for test instructions.)
- A valid driver's license and at least one year of driving experience is required.

All applicants must pass a rigorous **Security Certification** process.

Funds availability limits this position to the Locally Employee (LE) Staff local compensation plan.

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- All Locally Employed Staff who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM.

TO APPLY

Interested applicants for this position must submit the following or the application **WILL NOT BE CONSIDERED:**

- Universal Application for Employment (UAE) form DS-174. Format is available in our website: http://hermosillo.usconsulate.gov/job_opportunities2.html.
- Copy of the school diploma and/or other documentation (transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
- **NON-NATIVE ENGLISH SPEAKERS:** Must present TOEIC or TOEFL score of test taken within the last two years with a minimum score of 650/540 respectively. Contact: Interlingua: www.interlingua.com.mx; IMARC: www.imarchermosillo.edu.mx; ITESM: www.her.itesm.mx; Universidad de Sonora: www.uson.mx, or any authorized testing center. The exam fee is the applicant's responsibility. The scores for Level III (Good Working Knowledge) are: TOEFL iBT 76+ or TOEFL ITP/PBT 540+ or TOEIC PBT 650+. Applicants who have completed a university Degree in the United States or any other English speaking country will be exempt from taking the English test. Internal applicants who apply for another position with the same English level requirement as their present job **do not** need to take the test.
- **CANDIDATES WITH SPANISH AS A SECOND LANGUAGE:** Must present a Spanish Berlitz Test of Listening and Reading in Spanish, Test of speaking, and Test of Writing taken within the last two years. Contact: <http://www.berlitz.com.mx/cursos-empresariales/cursos-idiomas/testing/guiseid--2/>. Exam fee is the applicant's responsibility. Applicants who have completed a university Degree in Mexico or any other Spanish speaking country will be exempt from taking the Spanish test. Internal applicants who apply for another position with the same Spanish level requirement as their present job **do not** need to take the test.
- Copy of valid driver's license.

SUBMIT APPLICATION TO:

U.S. Consulate General Hermosillo
Human Resources Office

E-mail: hermohr@state.gov (Please refer to position number in subject line of e-mail.), i.e. **A31-001 Fraud Prevention Analyst.**

Please check the U.S. Consulate web site for future vacancy announcements: http://hermosillo.usconsulate.gov/job_opportunities2.html.

DEFINITIONS

1. **Ordinarily Resident (OR):** A citizen of the host country (Mexico) or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
2. **Not-Ordinarily Resident (NOR):** Typically NORs are Eligible Family Members of Foreign Service, General Service, and uniform service members who are eligible for employment under an American U.S. Government pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Mexico 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.

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