

notes, formal correspondence, and other documents as required by the RSO. Incumbent assists with investigations by conducting personal interviews and translations as necessary. The incumbent is the primary timekeeper for locally employed staff. Incumbent facilitates and manages Consulate Ho Chi Minh City participation in regional training courses.

14. MAJOR DUTIES AND RESPONSIBILITIES

Investigative Assistant: Incumbent conducts internal background investigations in concert with FSNI. Additionally, she/he will create, process, and maintain background investigative files. She/he will conduct internal investigations as directed by the RSO and FSNI. Prepares diplomatic notes in support of surveillance detection investigative efforts. Analyzes investigative results, drafts and translates formal reports as necessary. 25%

ILEA Program Coordinator: Responsible for coordinating all aspects of Consulate's participation in Mission Vietnam's ILEA training program. Incumbent drafts formal letters of invitation in both English and Vietnamese. Tracks responses and prepares formal and telegraphic notification to prospective candidates. Manages logistical and financial arrangements and conducts pre-departure briefings with candidates when required. 10%

Database Management: Creates and maintains a number of key RSO databases. Databases include; Background Investigation case tracking database, RSO property inventory database, RSO liaison contact database, ILEA attendees database, local guard force training and personnel database, Emergency contact database, and others as required by the RSO. Additionally, acts as RSO Website Administrator. 30%

Translation and Interpretation: Responsible for drafting and translating all formal correspondence, including diplomatic notes, security notices, guard orders, incident reports, news articles, investigative interviews, and all other security related documents. Serves as the primary interpreter for the RSO office during high-level meetings with Vietnamese Government Officials as well as training courses for locally engaged staff. Drafts formal meetings notes for official record archives. 10%

Time Keeping: Acts as the primary timekeeper for the RSO section. 20%

Additional Administrative Duties: Coordinates RSO meetings with government officials; manages expendable supplies and equipment for RSO and locally employed staff and the Consulate security force by ordering and verifying-invoices. Arranges accommodations and transportation for all RSO staff and TDY visitors sponsored by the RSO Office.

5%

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

University Degree in one of the following fields: Law, Security, International Relations, Economics, or Language is required.

b. Prior Work Experience

Two years of related investigative and/or administrative experience.

c. Post Entry Training

Basic Foreign Service National Investigator Course. Basic State Department computer software familiarization.

d. Language Proficiency

Level III (Speaking/Reading/Writing) of English is required.
Level IV (Speaking/Reading/Writing) of Vietnamese is required.

e. Knowledge

Must be familiar with basic investigative/interviewing methods and moderate analytical skills. Must have proficient working knowledge of computer programs i.e. Microsoft Office, Microsoft Access.

f. Skills and Abilities

Must possess good interpersonal skills. Must be able to adapt to fluid situations.

16. POSITION ELEMENTS

a. Supervision Received

Incumbent receives direct supervision from FSNI and general/indirect supervision from ARSO/RSO.

b. Available Guidelines

Include Diplomatic Security's 12 FAM and 12 FAH chapters. Additional resources include the State Department Intranet and Web gram database.

c. Exercise of Judgment

Incumbent must possess and exercise judgement on a daily basis when interacting with high-level host government employees, American staff, and locally employed staff.

d. Authority to Make Commitments

Incumbent is authorized to make commitments in concert with RSO and GSO guidance.

e. Nature, Level and Purpose of Contacts

Incumbent has frequent contact with high-ranking host government officials, American officers, and locally employed staff.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

Time required to perform the full range of duties is 3 months.