

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 11/23A**

***This announcement is for a full performance level. The position is also advertised at a trainee level.
Please see the ANNOUNCEMENT NUMBER HCMALL 11/23B for reference.***

- OPEN TO:** All interested candidates
- POSITION:** **Criminal Fraud Investigator, FSN-10; FP-5* (Steps 5 through 14)**
(*Position grade FP-5 will be confirmed by Washington)
- OPENING DATE:** September 19, 2011
- CLOSING DATE:** October 03, 2011
- WORK HOURS:** Full-time, 40 hours/week
- LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.
- ANNUAL SALARY:** **US\$56,323.00** (Starting salary for a 40-hour work week) - applicable to:
- U.S. Citizen EFM; and
 - At least 18 years old; and
 - Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
 - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
 - Does not receive a Foreign Service or Civil service annuity.
- US\$48,338.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-U.S. Citizen EFM, MOH with SSN number; or
 - U.S. Citizen EFM of Agencies or offices, or uniformed service members **NOT** under Chief of Mission authority; or
 - U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service; or
 - EFM hired under PSA mechanism; and
 - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.
- US\$16,300.00 (Position Grade: FSN-10- Starting salary)** - applicable to:
- U.S. Citizen employees who are not EFM, MOH listed above; and
 - Not holder of diplomatic passport; and is a local resident; and
 - Is subject to the host country employment and tax law; and
 - Has the required visa, residency permit and work permit in order to work legally in the host country.
- US\$16,300.00 (Position Grade: FSN-10- Starting salary)** - applicable to:
- A host country national or foreign national, who is not a U.S. citizen, nor a family member, MOH of a direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
 - Is subject to the host country employment and tax law.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Criminal Fraud Investigator position in its office of Assistant Regional Security Officer-Investigator (ARSO-I).

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will be responsible for conducting investigations of passport fraud, visa fraud, alien smuggling, human trafficking, fugitive returns and other criminal actions that impact the national security of the United States for entire mission Vietnam to include Hanoi and Ho Chi Minh City. The Incumbent will report directly to the ARSO-I, and will also be responsible for supervising other Locally Engaged Staff (LES) when they are involved in supporting Diplomatic Security Service (DSS) criminal investigations.

Please contact the Management Office at 3520-4200 X4342/4274 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in one of the following fields: Law, Security, International Relations, Economics, Politics, Language, Journalism, Accounting, Computer Science, Engineering, Mathematics or other related fields is required.
2. Must have at least five years of progressively responsible experience in the fraud prevention, criminal or civil investigations, prosecution fields or consular work.
3. Must have 1) working knowledge of the U.S. Immigration and Nationality Act and current Immigration law, visa issuance process and the fraud trends associated with the visa process for both Non-Immigrant and Immigrant visas; 2) thorough knowledge of 9 FAM pertaining to US visa qualification and adjudication procedures; Bureau of Diplomatic Security's Instructions and Procedures related to the Overseas Criminal Investigations program; 3) understanding of the U.S. federal prosecution procedures, rules of evidence, and U.S. Code as related to the offenses of visa fraud offenses, passport fraud, human smuggling and trafficking 4) deep understanding of general Vietnamese criminal police procedures and the local law enforcement community as well as understanding of local government structures, practices and regulations including Vietnamese civil and criminal laws and criminal prosecutorial procedures and norms within the judicial system; 5) thorough knowledge of local cultural and business practices; 6) good working knowledge of documentary sources of information and familiarity with pertinent local laws such as invasion of privacy, marriage, divorce, etc. as well as criminal activities and modus operandi of criminal organizations in Vietnam.
4. Must have abilities to 1) maintain extensive contacts with senior and working-level officials of local law enforcement and other government agencies; 2) exercise initiative and resourcefulness in obtaining information and criminal evidence for use in a court of law and draft concise, structured reports that isolate key points of complex investigations; 3) assimilate Department of State manuals and procedures, and implement guidance accordingly; 4) receive verbal instructions and implement concept-to-goal without significant supervision and articulately brief results of investigations to the ARSO-I, Regional Security Officer, or senior elements within the Vietnamese Ministry of Public Security; 5) work as a critical and independent thinker and as a team toward a common goal; 6) Must have a valid motorbike and car (B1) driving licence.
5. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer application (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested).
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at

<http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.

SUBMIT APPLICATION TO

Management Office

U.S. Consulate General, 7A Mac Dinh Chi Street

District 1, Ho Chi Minh City

Tel. 84-8-3520-4342/ 4274

Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: OCTOBER 03, 2011

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)