



AMERICAN CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-10-10

The U.S. Consulate in Hyderabad is seeking an individual for the position of Consular Investigation Assistant in the **Consular Office**.

Applicants must apply on Form HR-01 (Application Form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below.)

Only applicants who are selected for an interview will be contacted.

OPEN TO: All Interested Candidates

POSITION: Consular Investigation Assistant,
FSN-1430-08, HYA-301003
(**Personal Services Agreement**)

OPENING DATE: June 28, 2010

CLOSING DATE: July 12, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/NOR**: Grade: FP-6*

Ordinarily Resident: Grade: FSN-8*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT

DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

- Analyze and verify documents submitted in connection with visa petitions and/or applications which may indicate fraud.
- Interview petitioner/beneficiary/applicant to ascertain discrepancies or contradictory statements which may indicate fraud or fraudulent trends.
- Has a role in developing and evaluating intelligence related to migration schemes and criminal activity such as counterfeiting passports and illegally procuring civil documents.
- Logs investigation cases from Consular Officers and other Consulates.
- Conducts field investigations along with American Supervisor.
- Drafts summary of each case to be investigated, indicating what fraud is suspected and the manner in which the investigation is to be conducted.
- Detects fraud patterns developing in both regular and petition based visa categories.
- Constantly works with new interviewing officers and provide backgrounds from the fraud prevention viewpoint and suggests conclusions based on past experiences.

QUALIFICATIONS REQUIRED

1. College degree is required.
2. Two to three years of progressively responsible experience in investigative work or other closely related field.
3. Level IV (Fluency) in English, Level III Telugu and Hindi is required.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01, available on website http://hyderabad.usconsulate.gov/job_opportunities.html
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office,
U. S. Consulate General,
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad -03

or

FAX: 4033-8301

Or

E-mail: Hyderabadvacancies@State.gov

Please insert "VA# **HYD-10- 10**" (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex,

parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country 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 permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business July 12, 2010.

Cleared by: CONS - JRieff
Approved by: MGT - CForeman

AN EQUAL OPPORTUNITY EMPLOYER