Vacancy Announcement

U.S. Embassy Iraq

ANNOUNCEMENT NUMBER: 11-55	SUBJECT: Security Liaison (FSNI), FSN-8 (Basrah) 1 position	DATE: 4-01-11

OPEN TO: **All Interested Candidates/All Sources**
(IF YOU APPLIED FOR THIS POSITION UNDER ANNOUNCEMENT NUMBER 11-11, PLEASE DO NOT APPLY)

FROM: Human Resources Office

POSITION: **Security Liaison (FSNI), FSN-8; FP-6***

OPENING DATE: April 1, 2011

CLOSING DATE: April 15, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR):26,735 USD p.a. (Starting Basic salary) (Position Grade: FSN-8)

*Not-Ordinarily Resident (NOR): 44,737 USD p.a. (Starting Basic salary) (Position Grade: FP-6).

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Consulate in Basrah is seeking individuals to fill the position of **Security Liaison (FSNI)** in the **Basrah Regional Security Office (RSO)**.

BASIC FUNCTION OF THE POSITION

The incumbent will serves as the Security Liaison (FSNI) who is a consulate liaison with Government of Iraq (GOI) police and security forces. The Security Liaison will work at the direction of the Senior Security Liaison (Senior Foreign Service National Investigator) & Deputy FSNI on issues concerning GOI internal security matters, to include host country laws, threat information and security support.

A copy of the complete description of all duties and responsibilities is available at: http://iraq.usembassy.gov/iraq/jobs.html.

QUALIFICATIONS REQUIRED

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

1. Completion of Secondary Education with some specialized training in investigations or security/paramilitary activities from a police academy or military school is required

2. Two (2) years progressively responsible experience in investigative work with the military, police, private security, or U.S. Government organization experience is required.

3. Level II (limited knowledge)-Reading/Speaking/Writing English and Level IV-(Fluency) Reading/Speaking/Writing in Arabic required. **(English Language will be tested)**

4. A good working knowledge of documentary sources of information and familiarity with pertinent local laws such as marriage, divorce, adoption etc. is required.

5. Knowledge of the principles and techniques of investigating is required.

6. Must be able to distinguish between relevant and irrelevant information and to report facts accurately in a logical, concise and objective manner.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

http://iraq.usembassy.gov/media/2010-current-pdfs/uae-and-instructions.pdf

E-mails received without the appropriate subject line will not be considered.
Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: 11-55 Security Liaison (FSNI), (Basrah).

The Universal Application form is also available at the US Embassy Baghdad internet: http://iraq.usembassy.gov/iraq/jobs.html

CLOSING DATE FOR THIS POSITION: APRIL 15, 2011

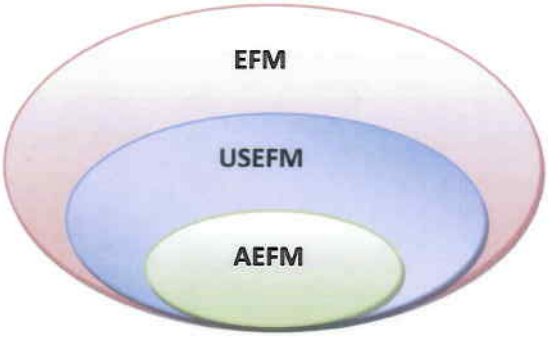
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve 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.

Approved: HRO/SC
Cleared : S/MO/JW
Drafted : HRS/HM

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an** EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

A. Position Title
B. Position Grade
C. Vacancy Announcement Number (if known)
D. Dates Available for Work
E. First, Middle, & Last Names as well as any other names used
F. Current Address, Day, Evening, and Cell phone numbers
G. U.S. Citizenship Status *(Yes or No)* & status of permanent U.S. Resident (Yes or No; if yes, provide number)
H. U.S. Social Security Number and/or Identification Number
I. Eligibility to work in the country *(Yes or No)*
J. Special Accommodations the Mission needs to provide *(Yes or No; if yes, provide explanation)*
K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
L. Days available to work
M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
N. U.S. Eligible Family Member and Veterans Hiring Preference
O. Education
P. License, Skills, Training, Membership, & Recognition
Q. Language Skills
R. Work Experience
S. References

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1. Criminal/Specialist Investigations (25%)

Conducts complex criminal investigations using own initiative and at the request of the Deputy Security Liaison , Regional Security Officer, Department of State or other federal agencies, to identify criminal offences, especially those involving passport fraud, visa fraud and human trafficking. Incumbent also develops leads and investigative inquiries from overseas posts, requests of assistance from host government Law Enforcement Agencies and creates investigative packages from various other sources. Incumbents responsible for the safe and secure transfer of sensitive reports with the assistance of host Government agencies.

2. Personnel Investigations (25%)

Conducts and/or coordinates background investigations on all prospective locally hired employees for the Consulate. Conducts comprehensive personal interviews and investigates Subject's background fully, obtaining developed references where possible. Determines coverage and assigns investigative leads to overseas locations, where appropriate, through independently drafted requests. Verifies all derogatory information developed in investigative cases and recommends granting/denial of security certifications to Regional Security Officer. Conducts background investigations requested from Baghdad RSO, complying with regulations laid out in Diplomatic Security guidance. Provides interim reports of investigation and upon completion, submits detailed concluding reports.

3. Law Enforcement Liaison (10%)

Develops and maintains an extensive range of working level Law Enforcement and Security contacts. Coordinates and represents the Investigative Unit at related meetings, conferences and courses. Represent the RSO office when required to do so.

4. Information Gathering & Dissemination (10%)

Receives and disseminates sensitive information and inquiries relating to criminal investigations affecting the role of the Diplomatic Security Service. Such information is obtained from overseas posts, host government law enforcement agencies, phone, fax, email and anonymous members of the public. Implements lines of inquiry, investigative leads or refer cases to other Consulate law enforcement agencies as deemed appropriate. Records relevant records in the Investigative Units files. On completion of investigations, disseminates information via cable and or/reports to relevant Government departments. Works in close operation with the Surveillance Detection Team Management to develop leads and information for dissemination to Diplomatic Protection Groups Intelligence Unit.

5. Counter Terrorism (10%)

Provides guidance on investigative procedures and regulations in Iraq. Because of the potential for security problems, to include terrorist acts against the Consulate and/or the American community, incumbent coordinates security liaison with the Iraq police authorities.

Investigates and coordinates investigations relating to terrorist activities as requested by Diplomatic Security. Submits detailed reports of investigation concerning these enquiries. Provides continuity in the security office for useful contacts and develops and maintains liaison with all levels of Iraq law enforcement and host government agencies in order to respond and complete these investigations. Independently responds to and co-ordinates requests for assistance from police and other Iraq Government agencies as they relate to Counter Terrorism issues.

Maintains historical file of terrorist activities in Iraq. Reviews relevant counter terrorist publications and internet web sites for the discovery of investigative/Intelligence resources. Responsible for the weekly Counter Intelligence briefing to Senior Security Liaison.

6. Protective Security (10%)

Meets and assists US Government (USG) security personnel, USG Officials and VIPs at all major airports (both commercial and Military). Performs a working liaison with police, customs, military, airline and hotel security to ensure effective and efficient security operations on visiting dignitaries. Assists USG Special Agents during advance planning/preparation including the coordination of logistics, communications, EOD, technical and medical support and in conjunction with the RSO coordinate any protective Intelligence issues.

7. Surveillance Detection (10)%

Coordinates reporting and notification of possible hostile reconnaissance to Host Law Enforcement Agencies and to the Diplomatic Security Services Intelligence Threat Analysis Unit via SIMAS (Surveillance Incident Management Analysis System) and/or in cable format. With the Surveillance Detection Coordinator, incumbent manages the daily operational tasking of SD teams, and ensures the teams are provided the necessary equipment to operate effectively and efficiently. Assists in development of management and operation plans, standard operating procedures, area of operations and Surveillance Assessment Surveys.

Assists in Complying quarterly statistics for the Investigative Unit for submission to Washington. Reviews relevant publications and internet web sites for the discovery of investigative resources. Assists with advance preparation for, and security during, visits to Iraq by U.S. Government dignitaries. Any other duties as deemed appropriate, including specialist roles as directed by the Regional Security Office.