

Vacancy Announcement

for

U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN 11-56

OPEN TO: Third Country Nationals Only

POSITION: Deputy Foreign Service National Investigator; FSN-9

OPENING DATE: August 2nd, 2011

CLOSING DATE: August 15th, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: \$29,900 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Deputy Foreign Service National Investigator in the Regional Security Office (RSO) of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

The incumbent serves as the Deputy for the Senior Foreign Service National Investigator (FSNI) who is the RSO office primary embassy liaison with Government of Iraq (GOI) police and security forces. In the absence of the Senior FSNI the employee will serve as a special advisor to the RSO office concerning GOI internal security matters, to include host country laws, threat information and security support. Employee indirectly supervises four FSNI's. Assigns tasks and reviews completed assignments which may include drafting correspondence, providing translations and performing investigative and case management duties related to RSO investigations. Employee may serve as a translator during agent-led interviews. Employee will facilitate VIP and VVIP visits. Coordinates with senior levels of the Ministry of Interior during protective details, special investigations and embassy special events.

The Universal Application Form, TCN program benefits and FAQs can be found at:

<http://www.state.gov/documents/organization/136408.pdf>

QUALIFICATIONS REQUIRED

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

1. University studies in investigations or security/paramilitary activities from a police academy or military school is required.
2. Five years minimum required in investigative or security background, which can include experience in policy or security work.
3. Language requirements include level III (good working knowledge) in English and level IV (fluency) in Arabic are required.
4. Knowledge of the principles and techniques of security or investigations required. A good working knowledge of documentary sources of information and familiarity with pertinent local laws such as marriage, divorce, adoption, etc is required. A basic understanding of the different sects within Iraq and their current and historical connotations
5. Efficient in maintaining extensive contacts with officials of various Department of State Bureaus and agencies under Chief of Mission. Incumbent must be able to work effectively with others and to obtain their cooperation. Must be able to distinguish between relevant and irrelevant information and to report facts accurately in a logical, concise and objective manner.
6. Good knowledge of Microsoft Office Software applications is required.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:

TCNISUAmman@state.gov

FOR INQUIRIES PLEASE EMAIL: TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: August 15, 2011

The U.S. 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: CJohnson, ARSO
Cleared: AMEveritt ISU/HRO
Drafted: WFallas ISU/HR

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- 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. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

Deputy Foreign Service National Investigator Capsule Position Description
FSN - 9

The incumbent is the Deputy for the Senior Foreign Service National Investigator (FSNI) who is the primary embassy liaison with Government of Iraq (GOI) police and security forces. At the direction of the Senior FSNI, the Deputy FSNI is responsible for managing and supervising four FSNI's who will conduct investigations, draft correspondence and serve as translators during agent-led interviews and assist with post-interview Reports of Investigation. The Deputy FSNI is responsible for tasking the FSNI's with security investigations and incidents as well as organizing and maintaining the case files. At the direction of the Senior FSNI the Deputy FSNI will serve as a special advisor to RSO office concerning GOI internal security matters, host country laws, threat information and GOI security support for embassy events

The Deputy FSNI is also responsible for providing assistance to Americans under Chief of Mission who are involved in security incidents (criminal acts, traffic accidents). Ensures that police reports are obtained and provides all necessary representation of American personnel in any court proceeding.

The Deputy FSNI will task the FSNI's and review the drafts of all RSO official correspondence with GOI, such as Diplomatic notes and provide translations of documents received by RSO.