AMERICAN CONSULATE, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2014-04**

The U.S. Consulate in Kolkata is seeking an individual for the position of Security Investigator in the Regional Security section:

Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted.**Only completed forms with supporting educational and employment documentation will be accepted. (Refer to application procedure below)**

Only applicants who are selected for the skills test/interview will be contacted.

OPEN TO: **All Interested Candidates**

POSITION: Security Investigator, FSN-0705-08,CLA-561002
(Personal Services Agreement)

OPENING DATE: March16, 2014

CLOSING DATE: March 30, 2014

WORK HOURS: Full-time;40 hours/week

SALARY: **Not Ordinarily Resident:**Full PerformanceGrade: FP-06*
Ordinarily Resident: Full PerformanceGrade: FSN-8*****

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

Applicants who responded to Vacancy announcement **KOL-2014-04A** need not reapply.

DEFINITIONS

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

- Spouse or same-sex domestic partner (as defined in 3FAM 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. **U.S. Citizen Eligible Family Member (USEFM):For purposes of receiving a preference in hiring for a qualified position, an**EFM who meets the following criteria:

- U.S. 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 U.S. governmentagency that is under Chief Of Mission (COM) authority, or at an office of the American Institute in Taiwan; **and either**:
- 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**
- 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:

- IsaU.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**
- Islisted on the travel ordersor approved*Form OF-126, Foreign ServiceResidence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed servicemember 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 COM authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan: **and**
- 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 U.S.government 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 U.S. 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 U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

NOTE: FOREIGN NATIONAL APPLICANTS (OR) 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.

FUNCTION OF POSITION

1. **Investigation:** Conduct pre-employment background and periodic recertification investigations of selected applicants for all FSN/PSA/PSC positions at the Consulate General and American Center in Kolkata – reference checks, developed source checks, education checks, neighborhood checks, police and post checks, security interviews and pre-employment checks. Similarly, check on prospective U.S. government (USG) employees worldwide who have lived, studied or worked in the Kolkata Consular District. Under the Security Revalidation Program conducted reference checks, developed source checks, neighborhood checks, police and security checks, as necessary to update security clearance of FSN/PSA/PSC every five (5) years in accordance with Regional Security Officer (RSO) recommendations. Also maintain security files on all FSN/PSA/PSC personnel.

   Conduct special investigations of FSN/PSA/PSC in cases of reported improprieties including conversion of USG property to personal use, sale of office (i.e. accepting bribes, kickbacks, etc.) misappropriation of USG monies, theft and pilferage of USG property, fiscal irregularities and threats of security incidents and robberies involving USG personnel etc.

Conduct police and name checks on all contractors' employees who have regular business in the Consulate General and American Center office buildings.
Conduct police checks and employment checks on selected domestic staff and maintain security files on them. Assist in any security related issues.

2. **Security Liaison:** Liaise with host government law enforcement entities responsible for protection of USG facilities, and for increased protection assets during demonstrations, threats, and representational events. Advise RSO Kolkata of any developments and liaison activities. Draft letters, spot reports, reporting demonstrations and security issues and incidents involving the USG presence in the Kolkata consular district for the Department and Mission personnel. Accept memorandums from political and non-political organizations on behalf of the USG.

   Liaison with police personnel posted on the street outside the Consulate General and American Center office buildings and ensure they carry out their duties.

   Arrange for the Consul General's security support while traveling and high-level dignitary visits (i.e. Secretary of State, the Ambassador, the Consul Generaland Congressional Delegations, etc.). Liaise with Kolkata Police concerning the Mission's personnel and security. Assist the RSO in the implementing of security enhancement projects and Post's defensive plans involving emergency response personnel. Assist American employees as appropriate with police matters (i.e. car accidents, robberies, etc.)

3. **Guard Force Supervision:** Assist overseeing the 58 member contract guard force deployed at the Consulate General Compound, American Center and at USG leased residential properties to ensure the protection of Mission personnel, facilities and information:
   - Issue written instructions on security procedures and keep the guards informed of any special situation that requires close attention.
   - Investigate irregularities and unusual situations reported by the guards on duty.
   - Ensures contract guards services are in compliance with the contract.

4. **Additional Duties and Responsibilities:** Assist in the management of Post's emergency preparedness training and drills and enforcement of Post's Access Policy. Maintain the E2 Travel solutions and the Travel Permission Requirement databases of RSO. Responds to complaints from Mission staff involving security-related matters.

5. Performs other duties as assigned by Supervisor and his/her assignee.

15. QUALIFICATIONS REQUIRED

1. Completion of a University degree in Commerce, Business, Humanities, Law or Science is required.

2. Minimum of three (3) years of investigative experience with a private security, police, military or other government organization with demonstrated leadership experience is required.

3. Level 4 (fluent) in speaking, writing and reading English;Level 3 (Good Working Knowledge) in speaking/reading/writing Bengali and Hindi.
   When applying for the position, please indicate your levels of proficiency in the languages). This will be tested.

4. Working knowledge of the Foreign Affairs Manual (FAM) and the Foreign Affairs Handbook (FAH) pertaining to security and Regional Security Office instructions, procedures and directives. Knowledge of basic principles and techniques of investigations and familiarity with local civil laws.

5. Ability to exercise initiative and resourcefulness in obtaining, analyzing and information or evidence and drafting reports and correspondences on demonstrations and terrorist threats and activities in precise English. Ability to develop and maintain extensive personal and official liaison with local police, security officials and agencies. Ability to train and supervise the work of other security employees. Computer proficient and holder of valid local 4 wheeler LMV driver's license.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

SELECTION PROCESS

When fully qualified,U.S. Citizen Eligible Family Members (USEFMs) and U.S.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 U.S. 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.

6. 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:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available on website**http://kolkata.usconsulate.gov/jobopportunities.html**or

2. A current resume or curriculum vitae that provides the same information found on the UAE: **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 U.S. Veterans preference must provide a copy of their FormDD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application: **and**

5. Other documentation (e.g., essays, educational and work experience certificates, awards, etc) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

American Consulate General
Management/HR Office
38A, Jawaharlal Nehru (Chowringhee) Road
Kolkata 700 071

Applications sent by post/courier/hand delivered will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm, excepting holidays.

Or
E-mail application form and supporting documentary attachments to:
HROKolkata@state.gov

Please insert "VA# 2014-04(Vacancy Announcement Number) and CLA-561002(Position number) in the subject line of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

POINT OF CONTACT
Human Resources Office
Telephone: 3984-2400
Fax: 2282-2335

All applications for the Subject announcement must be received by
March 30, 2014.

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.

<u>Failure to do so will result in an incomplete application</u>.

A. Position Title
B. Position Grade
C. Vacancy Announcement Number
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 USG vehicle, Driver's License Class / Type
L. Days available to work
M.List any relatives or members of your household that work for the USG (include their Name, Relationship, & Agency, Position, Location)
N. U.S. Eligible Family Member and Veterans Hiring Preference
O. Education – include all education completed
P. License, Skills, Training, Membership& Recognition
Q. Language Skills: Indicate reading, writing and speaking levels of proficiency.
R. Work Experience – include details of all periods of employment or unemployment with CTC salary details.
S. References: Provide names and addresses of 3 persons with knowledge of your work performance (*do not include relatives or former supervisors*)

AN EQUAL OPPORTUNITY EMPLOYER

The U.S. Mission in Kolkata provides equal employment opportunity (EEO) 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.

Cleared: RSO: GGMitchell
Approved: AMO: MRHetrick