

## VACANCY ANNOUNCEMENT

(Announcement No. 13/20)

**OPEN TO:** All interested candidates  
**POSITION:** **Criminal Fraud Investigator, FSN-10**  
**OPENING DATE:** September 9, 2013  
**CLOSING DATE:** September 20, 2013  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Actual salary will be based on the qualifications of the applicant.

**NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Vientiane is seeking an individual for the position of **Criminal Fraud Investigator**, in the Regional Security Office (RSO).

### **BASIC FUNCTION OF POSITION:**

Incumbent is responsible for conducting investigations of passport fraud, visa fraud, alien smuggling, human trafficking and other criminal actions that impact the national security of the United States. Incumbent builds and maintains relationships with middle to high level contacts in Lao Law Enforcement, Immigration, and other Government of Laos (GOL) agencies. Incumbent reports directly to the Assistant Regional Security Officer Investigator (ARSO-I) and is responsible for supervising other Locally Engaged Staff (LES) when they are involved in supporting Diplomatic Security Service (DSS) criminal investigations.

*(Full Position Description is available in HR Office)*

### **QUALIFICATIONS REQUIRED:**

**Education:** A minimum of bachelor's degree in Political Science, Laws, Social Science, Administration or Law Enforcement, Arts is required.

**Prior Work Experience:** A minimum of three years of experience in the fraud prevention, investigative, prosecution fields or consular work.

**Language Proficiency:** Fluently spoken and written (Level 4) in both English and Lao proficiency is required.

**Job Knowledge:** Incumbent must have a high working level knowledge of US and Lao laws; detailed organizational and functional knowledge of Lao Law Enforcement and security agencies; detailed knowledge of Lao travel document security and control features and document analysis techniques; knowledge of criminal investigation procedures to include interviewing, evidence collection, case management and operational planning; knowledge of US Consular regulations and procedures.

**Skills and Abilities:** Incumbent must possess excellent interpersonal, verbal and written communication skills. Must possess or acquire excellent computer and data-management skills,

time-management skills, and ability to manage funds and resources. Must be able to operate with little to no supervision in dynamic and possible hazardous environments

### **HOW TO APPLY**

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at: [http://laos.usembassy.gov/job\\_opportunities.html](http://laos.usembassy.gov/job_opportunities.html)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. 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  
American Embassy  
Rue Bartholonie, That Dam  
PO Box 114, Vientiane, Laos  
(Hardcopy or e-mail attachments are accepted)

### **POINT OF CONTACT**

Telephone: 856-21-267176  
Fax: 856-21-267140  
E-mail: [VientianeHRO@state.gov](mailto:VientianeHRO@state.gov)

Interested persons should contact Embassy Human Resources Office for more information. Blank application forms may be picked up from the cabinet inside the Embassy entrance.  
Only shortlisted candidates will be notified.

**CLOSING DATE FOR THIS POSITION: September 20, 2013**

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