

VACANCY ANNOUNCEMENT

(Announcement No. 13/28)

OPEN TO: All interested candidates
POSITION: **Security Investigator, FSN-9**
OPENING DATE: December 4, 2013
CLOSING DATE: December 20, 2013
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual grade and 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 ORDINARILY 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 **Security Investigator** in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

The position is the Senior Foreign Service National Investigator (FSN-I). The incumbent serves as the senior advisor to the Regional Security Officer (RSO) in connection with the local police, court procedures and liaison with various police units and security authorities. The incumbent conducts simple, complex and/or sensitive investigations to include, but not limited to, background suitability, theft of property, protective intelligence, incidents involving embassy employees, incidents involving the misuse of property, weapons, vehicles and many different types of fraud. Incumbent is able to independently review and assess a case, determine necessary investigative steps and procedures, conduct interviews, collect information/evidence as required and present the results of the investigation in a concise written report.

The Incumbent establishes and maintains professional contacts with Government of Laos, Civilian, Police and Military Officials as part of a broad range of Embassy programs, to include physical security, protective security and counter-terrorism programs.

Translates and interprets official documents regarding security and investigative matters.

Supervises a junior FSN-I (FSN-8 level). Oversees all programs managed by RSO/Local Employed Staff. Report directly to the Regional Security Officer.

QUALIFICATIONS REQUIRED

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

- 1. Education:** University degree in English, Administration, Law Enforcement or related field required.
- 2. Prior Work Experience:** Five years experience in security or law enforcement operations, with progressively more responsible experience. Two to three years of Supervisory Experience required.

- 3. Language Proficiency:** Level 4 (fluent) of English and Lao required. The incumbent must possess the ability to speak, write, read and translate both English and Lao as he/she will be required to accurately comprehend detailed investigative and security procedures/regulations which are written in English. Investigative reports and statements must also be submitted in English.
- 4. Knowledge:** Knowledge and experience in the conduct of investigations, protection of information/evidence, and protective security advances are required. Knowledge of the Lao political, social, economic and cultural processes. A working knowledge of the Foreign Affairs Manual, pertaining to Diplomatic Security Instructions and Procedures.
- 5. Skills and Abilities:** Ability to successfully conduct all types of investigations. Skills in interviewing, report writing and organization are required. Must have initiative and be resourcefulness in obtaining information or evidence. Must possess a valid driving license.

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
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

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: December 20, 2013

An Equal Opportunity Employer