

# U.S. MISSION MOROCCO VACANCY ANNOUNCEMENT

## INVESTIGATOR - CASABLANCA

**Announcement Number: 15-03**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** Investigator, FSN-10, FP-05\*

**OPENING DATE:** Wednesday, January 21, 2015

**CLOSING DATE:** Wednesday, February 4, 2015

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** \*Ordinarily Resident: Gross Salary DH332,654 p.a. (Starting Salary based on 40 hours including allowances, competitive bonus and benefits package. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments)

(Position Grade: FSN-10)

\*Not-Ordinarily Resident: \$50,883 p.a. (Starting Salary based on 40 hours)

(Position Grade: FP-05 following confirmation by Washington)

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The U.S. Consulate General in Casablanca is seeking an individual for the position of Investigator to work for the, Department of Homeland Security (DHS), Immigration & Customs Enforcement (ICE), Homeland Security Investigations (HSI) Office of the Attaché.

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

The incumbent serves as a Senior Foreign Service National Investigator (FSN-I) within the Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Homeland Security Investigations (HSI). The incumbent conducts inquiries and criminal investigations across the broad spectrum of HSI priorities - including matters related to both customs and immigration. The position is located in the HSI Attaché Office at the United States Consulate Casablanca, which has responsibility for the Countries of Morocco, Algeria, Tunisia, Mauritania, Mali and Niger. The incumbent functions throughout the entire area of responsibility as well as in the United States.

The incumbent serves as a subject matter expert and advisor to the HSI Attaché and other members of the office on Moroccan law and law enforcement matters, as well as cultural sensitivities and protocols. The incumbent will routinely accompany the Attaché to executive level meetings/events with foreign government officials and will perform other HSI duties, as directed by the Attaché and/or Deputy Attaché.

### **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants **must** meet all qualifications and provide supporting documentation for each criterion below

**Education:** Some university education is required.

**Experience:** A minimum of 5 years of actual police/security/investigative/prosecutorial work experience. Examples of acceptable prior work experience would include: Moroccan National Police, Royal Gendarmerie, the Prosecutors Office or Government/Private Security operations.

**Language:** Level 3 (good working knowledge) in English, French and Arabic is required.

**Knowledge:**

--Extensive knowledge of host country law enforcement and border security procedures, to include criminal prosecution requirements, the Mutual Legal Assistance Treaty process, Letters Rogatory and INTERPOL Red Notices is required.

--Familiarity with international police procedures and the exchange of information on a "police-to-police" basis is required.

--Familiarity with traditional and emerging law enforcement investigative techniques that are used in both the United States as well as those used by foreign law enforcement agencies is required.

--A current and positive relationship with a variety of host country law enforcement personnel at the managerial and operational levels is required.

--The ability to utilize multiple methods to collect disparate information, determine its relevance and draw logical and legally defensible conclusions is required.

--Must have an advanced knowledge of the host country's customs, official communication protocols, idiosyncrasies and knowledge of Moroccan government entities.

--A good working knowledge of administrative and technical issues in order to provide assistance to the HSI Attaché, Deputy Attaché and TDY special agents is required.

**Abilities and Skills:**

--Excellent skills in interacting with host country and regional law enforcement, immigration, customs and private sector officials in a manner that reflects positively on the U.S., DHS and HSI is required.

--Ability to take appropriate action with minimal supervision is required.

--Skills in prioritizing assignments, conducting interviews, developing informants, applying investigative techniques and writing reports in English are required.

--Advanced interviewing experience in both field and controlled environments is required.

--Must be able to possess and maintain a valid passport and driver's license, along with a U.S Government recognized security clearance.

--Must have the ability to speak, write and translate fluently from Arabic and French to English and vice-versa.

--Must be able to manage sudden shifts in priorities, work extended hours without advanced notice, and provide after-hours support on short notice.

--Experience in drafting official correspondence to outside agencies as well as internal reports of investigation is required.

**SELECTION PROCESS**

When equally qualified, US Citizen EFMs and US Veterans will be given preference. Therefore, it is essential that the candidate 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 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.

3. 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.

4. 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.

5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions. A waiver to this requirement by the employee and cleared by the American supervisor must be submitted to the Human Resources Officer for approval prior to applying for a position.

### **TO APPLY**

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

1. Universal Application for Employment, DS-174 form.
2. 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.
3. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION**

- a) By mail to: Human Resources Office  
Attention: Vacancy Announcement 15-03
- b) Address: Km 5.7, Avenue Mohammed VI, Souissi, Rabat 10170
- c) By e-mail: [RecruitmentRabat@state.gov](mailto:RecruitmentRabat@state.gov)

**Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.**

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**\*DEFINITIONS**

1. 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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.

EFM's without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**The US Mission in Morocco 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 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.

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