

VACANCY ANNOUNCEMENT

(Announcement Number: 11-22)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Criminal Fraud Investigator.

OPEN TO: All Interested Candidates

POSITION: Criminal Fraud Investigator

OPENING DATE: July 25, 2011

CLOSING DATE: August 8, 2011

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent is responsible for the day-to-day management of the Embassy's criminal and anti-fraud program, and conducts investigations into issues related to fraudulent travel documents, visas, passport fraud and various other fraudulent acts. The incumbent also serves as a primary liaison with local law enforcement and security entities.

QUALIFICATIONS REQUIRED

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

1. A Bachelor's degree in general studies is required.
2. At least five years of prior work experience in investigative or consular fraud prevention field is required.
3. Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required.
4. Good knowledge of U.S. Immigration and Naturalization Act is required. Good understanding of host country statutes relating to visa/passport fraud, document fraud, identity theft, bribery, extortion, conspiracy, misrepresentation, and malfeasance is required.
5. The ability to use various Windows-based computer applications such as MS Outlook, MS Excel and MS Word is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO (Please clearly mark your envelope as “Application for Criminal Fraud Investigator”)

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

Or via Email: recruitktm@state.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Also visit us at: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html