

# EMPLOYMENT VACANCY

## AMERICAN EMBASSY WELLINGTON

**POSITION TITLE: Locally Engaged Staff Investigator**

**DATE: April 20, 2007**

**NO: VA 07-10**

**Open To: All Employees – All Candidates**

Opening Date: Friday April 20, 2007  
Closing Date: Friday May 4, 2007  
Commencement date: As soon as possible  
Work Hours: Full Time - 40 hours per week  
Salary: Applicants who are ordinarily resident in New Zealand  
FSN – 10  
(Step 1: NZ\$71,345 )

The Regional Security Office at the American Embassy in Wellington is seeking an individual for the position of Locally Engaged Staff Security Investigator.

### **BASIC FUNCTION OF POSITION**

This position has national responsibilities for New Zealand, including the Embassy in Wellington, the Consulate in Auckland and the U.S. Antarctic Program in Christchurch. This position has a wide range of functions including:

Investigations and Intelligence  
Host Government Liaison  
VIP Protection  
Administration & Training  
Local Guard Program  
Residential Security Program

A copy of the complete Position Description listing all duties and responsibilities is available in the Human Resources Office. Contact Tracy Jack (04) 462 6171.

### **REQUIRED QUALIFICATIONS**

- Completion of secondary school is required.
- At least four years progressively responsible experience, focusing on investigations within a military, police or private security entity.
- Good working contacts within the host government, specifically the New Zealand Police
- Level 3 good written and spoken English is required.
- Good English (oral and written)
- A understanding of practical application of criminal law in New Zealand

A working knowledge of the principles and techniques of documentary sources of information and familiarity with pertinent local laws such as marriage, divorce, adoption, invasion of privacy , etc.

### **SELECTION PROCESS**

After an initial application screening, the best-qualified applications will be reviewed by the Regional Security Officer (and the Post Employment Committee when appropriate), who will prepare a short-list of applicants, in ranking order, for consideration. It is therefore essential that all candidates address the above criteria in their application. Applicants may be invited to a testing process, which will include an oral interview. Applicants must be eligible for appointment under Host Government laws and regulations.

### **ADDITIONAL SELECTION CRITERIA**

The Embassy will consider issues such as conflict of interest, nepotism, budget implications, visa status and whether candidate has a work permit in determining successful candidacy.

NOTE: As a general rule probationary employees are not eligible for positions that become available during their probation period, however, a waiver may be granted when probationary employees have previous experience directly related to the duties of this position.

FOR APPLICANTS NOT CURRENTLY HIRED BY THE USG: Candidates for employment are normally hired at the first step. In some instances, candidates may be hired at a higher step when exceptional qualifications so warrant. The decision will be made by the Management Officer with the concurrence of the employing agency.

FOR APPLICANTS CURRENTLY HIRED BY THE USG: The US Mission in New Zealand is committed to the career development of its employees and encourages current staff to seek opportunities for advancement consistent with their capabilities and with organizational needs.

If all the required criteria are met, internal candidates selected for positions above their current grade will be promoted, consistent with applicable regulations. If a successful candidate does not possess all of the required criteria for the new position for which s/he has been selected, s/he will be reassigned at a grade lower than the target grade of the new position, and trainee levels will be established. The decision will be made by the Management Officer.

### **TO APPLY**

Applicants interested in this position should submit the following:

1. A letter summarizing your qualifications, and providing examples by addressing the selection criteria (Minimum requirements and Desired skills/abilities) stated on p.1 of this announcement, AND
2. A curriculum vitae if not already on file.

Please note that any successful applicant from a constituent post would have to pay his/her own travel and removal expenses.

SUBMIT APPLICATION TO:

Human Resources Office  
U.S. Embassy  
PO Box 1190, Wellington  
Or e-mail: [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

Clearly indicate on the application form that you are interested in the Locally Engaged Staff Investigator position – Wellington.

**CLOSING DATE FOR THIS POSITION: MAY 4, 2007**

AN EQUAL OPPORTUNITY EMPLOYER