

# United States Mission

## Vacancy Announcement

<b>No.</b> 2011-034	<b>Date:</b> July 12, 2011	<b>Ref:</b> A30102
<b>Subject:</b>	<b>CONSULAR INVESTIGATIVE ASSISTANT</b>	
<b>Location:</b>	<b>LAGOS – U.S. CONSULATE GENERAL</b>	
<b>Applicability:</b>	<b>Current Mission Employees, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMS) And Members of Household (MOH).</b>	

**OPEN TO:** Current Mission Employees, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies.

**POSITION:** Consular Investigative Assistant, FSN-09

**OPENING DATE:** July 12, 2011

**CLOSING DATE:** July 25, 2011

**WORK HOURS:** Full-Time; 40 hours/week

**SALARY:** Ordinarily Resident Grade: FSN-09 (OR) – N3, 577, 888.00 p.a.  
(Starting basic salary)  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

Not Ordinarily Resident – (NOR) - AEFM-US\$50, 043.00, p.a Grade FP-5  
EFM/MOH - US\$42, 948.00 p.a. Grade: FP -5.

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

The **U.S. Consulate General Lagos** is seeking to employ a suitable and qualified candidate for the position of a Consular Investigative Assistant in the Consular Section.

**BASIC FUNCTION OF THE POSITION:**

Incumbent conducts investigations to determine authenticity of documents and claims presented by applicants in visa interviews, passports and applications and as requested by other U.S.

Federal agencies. Incumbent also conducts interviews of applicants and travels throughout Nigeria to local government registries, schools, hospitals to confirm documents and to applicants' homes to verify relationships, which will then be articulated in well-written reports.

To obtain a copy of this announcement please visit our Mission websites at:

[http://nigeria.usembassy.gov/about\\_the\\_us\\_mission.html](http://nigeria.usembassy.gov/about_the_us_mission.html)

### **QUALIFICATIONS REQUIRED:**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. University degree in Law, Forensics, Criminology, History, English, Finance, Economics, Political Science, Statistics, Psychology, Sociology or related field is required.
2. Minimum of two years work experience as an Investigator for the Police, Court, Law Firm, Insurance Company or any private agency is required.
3. Level IV fluency (Speaking/Reading/Writing) English is required.  
Level IV fluency (Speaking) in Efik, Igbo or Yoruba language is required.
4. Knowledge of the Nigerian customs, family relationships, legal system and bureaucracy is required.
5. Ability to interview individuals to elicit information is required.
6. Ability to produce logical and coherent reports is required.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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 employees serving a probationary period are not eligible to apply.
3. 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.

4. Currently employed U.S. 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.
5. 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.

### **HOW TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as an DS-174; plus
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.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

### **SUBMIT APPLICATION TO**

Human Resources Office, Abuja  
Address: Plot 1075 Diplomatic Drive  
Central District, Abuja.  
Attention: Recruitment

Email Address: **HRNigeria@state.gov**

### **POINT OF CONTACT**

Telephone: 09-461-4000 ext 4280

If you have not been notified within three weeks of the vacancy announcement closing, you may assume you were not chosen for an interview.

### **DEFINITIONS**

1. U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. 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 U.S. 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 U.S. 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 U.S. 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 U.S. 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.
- EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP. **This category may also include Members of Household who are not on the travel orders and who need a work permit to work legally in country.**

**CLOSING DATE FOR THIS POSITION: July 25, 2011**

*The U.S. Mission in Nigeria 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 also 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.*