

# U.S. MISSION, PAKISTAN – PESHAWAR CONSULATE

## VACANCY ANNOUNCEMENT NUMBER: 11-95

**OPEN TO:** All Interested Candidates **OPENING DATE:** June 24, 2011  
**POSITION:** Security Investigator, FSN-10; FP-05\* **CLOSING DATE:** July 7, 2011  
**POSITION NO:** P-56030  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$56,323 p.a. (Starting salary)  
(Position Grade: FP-5 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.1,971,957 p.a. (Starting salary)  
(Position Grade FSN-10)

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

The American Consulate in Peshawar is seeking an individual for the position of Security Investigator in the Regional Security Office.

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

Incumbent serves as the primary security advisor for the Regional Security Office, Peshawar, Pakistan. Incumbent conducts background investigations for all locally employed staff that involves all stages of the investigative process. The investigative scope extends outside into special investigations that encompass theft, fraud, mismanagement, robberies, assaults, car accidents. Serves as the liaison between the Consulate and Pakistani security forces in Khyber Pakhtunkhwa and the Federally Administered Tribal Areas. Drafts correspondence and arranges meetings as required. As the senior most locally employed staff member in the security office, required to coordinate with the other staff of security office and consulate as well. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED**

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

- 1. EDUCATION:** Bachelor's degree in science or arts is required (14 years of education).
- 2. EXPERIENCE:** Minimum of five years of progressively responsible investigative experience with police, military, or other international organization is required; out of which two years should be at supervisory level.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking English, Urdu & Pashto are required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have good knowledge of GOP laws pertaining to theft, traffic and any other security related matters. Must understand the hierarchy of the police and military within Pakistan.
- 5. ABILITIES & SKILLS:** Ability to draft clear and concise correspondence, translate documents and conversations is required. Ability to exercise initiative, judgment, and resourcefulness in obtaining evidence and information and when collaborating with host country security forces is required. Must be computer literate in MS Office with good typing speed. This may be tested. A valid Pakistani driving license for Motor Car/Jeep is required.

**SELECTION PROCESS:**

When equally qualified, U.S. 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 employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov), the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

Please don't attach any documents to your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html). Only short-listed candidates will be contacted for their test/interview.

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: July 7, 2011**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.