

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 12-136

OPEN TO: In-House Candidates Only
POSITION: Security Investigator, FSN-8, FP-6*
POSITION NO: K-56509
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$ 44,737 p.a. (Starting salary)
(Position Grade: FP-6 to be confirmed by Washington)
*Ordinarily Resident: FSN-8, Rs.972,477 p.a. (Starting salary)
(Position Grade FSN-8)

OPENING DATE: August 15, 2012
CLOSING DATE: August 28, 2012

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

The U.S. Consulate General in Karachi is seeking an individual for the position of a Security Investigator in the Regional Security Office.

BASIC FUNCTION OF POSITION:

The incumbent is required to perform a limited range of investigative work pertaining to personal security background information of applicants or employees for Locally Employed Staff positions, daily hire workers, or other working arrangements associated with U.S Consulate General, Karachi. Incumbent also conducts investigations of theft and coordinates with the local police when automobile accidents occur.

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 (14 years of education) in Arts or Science.
- 2. EXPERIENCE:** One year of progressively responsible experience in investigative work with a military, police, or private security organization is required.
- 3. LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing in English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Must have a good knowledge of the basic principles and techniques of investigation. Incumbent must have a good working knowledge of documentary sources of information and familiarity with pertinent local law such as marriage, divorce, adoptions, invasion of privacy, etc.
- 5. ABILITIES & SKILLS:** Incumbent must have the ability to distinguish between conclusions and facts and to report facts accurately in a concise, logical, and objective manner. Incumbent must be able to deal effectively with personnel within and outside the Consulate General and must demonstrate confidence and maturity in order to gain cooperation. Must have the ability to use a personal computer at a basic level, and familiarity with Microsoft Suite is required. 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.
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) by at PakJobs@state.gov. Paper (hard copy) applications are not accepted. The Vacancy Announcement Number (e.g. 12-136) must be mentioned in the subject line.

Incomplete and submissions after the closing date will not be considered. Please do not attach any documents with your application. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

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: August 28, 2012

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.