

# U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 12-203

**OPEN TO:** All Interested Candidates  
**POSITION:** Investigator, FSN-10; FP-5\*  
**POSITION NO:** INS-1  
**WORK HOURS:** Full-time; 40 hours/week  
\*Not-Ordinarily Resident: US\$56,323 p.a. (Starting salary)  
(Position Grade: FP-5 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.2,121,152 p.a. (Starting salary)  
(Position Grade: FSN-10)

**OPENING DATE:** December 28, 2012  
**CLOSING DATE:** January 09, 2013

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

The U.S. Embassy in Islamabad is seeking an individual for the Investigator position in the Department of Homeland Security Investigations.

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

The incumbent serves as the Supervisory Department of Homeland Security (DHS), Immigration & Customs Enforcement (ICE), Homeland Security Investigations (HSI) Investigator and is the principal advisor to the DHS/ICE Attaché, Deputy Attaché and staff on all Immigration and Customs Enforcement related matters. The incumbent will conduct complex investigations related to visa security and other programmatic areas investigated by HSI. The incumbent is the direct line supervisor for three HSI Investigation Assistants. The incumbent will perform 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:** Completion of university degree (14 years of education) in Arts, Science or Commerce is required.
- 2. EXPERIENCE:** A minimum of four years of investigative work experience in the military, police, or a private security organization is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking of the English and Urdu language is required. Language skills may be tested.
- 4. KNOWLEDGE:** The incumbent should possess knowledge of the U. S. Immigration and Nationality Act. Incumbent must have an in depth knowledge of the host government offices and their hierarchy. The incumbent will have a comprehensive understanding of the host country criminal and civil laws and documentary sources of information. The incumbent should be familiar with the U.S. judicial process.
- 5. ABILITIES & SKILLS:** Incumbent must have strong interpersonal skills in order to build strong working relationships with the host country law enforcement officials. The incumbent must have documented leadership skills. These skills would typically come from a leadership position with the military or law enforcement community. The incumbent should possess effective time management skills. These skills will be utilized in prioritizing cases, conducting interviews, applying investigative techniques and writing reports. The incumbent must have documented experience obtaining evidence, gaining the confidence of others, and translation of legal documents into English. The incumbent must possess a valid Pakistani Motor Car/Jeep driving license and the ability to safely operate a variety of vehicles.

**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 completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [PakJobs@state.gov](mailto:PakJobs@state.gov). Vacancy Announcement Number (e.g. 12-203) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with DS-174 form at this stage, you will be advised when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](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: January 09, 2013**

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.