

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 12-100

OPEN TO: In-House Candidates Only
POSITION: Investigator, FSN-10, FP-5*

OPENING DATE: June 12, 2012
CLOSING DATE: June 25, 2012

POSITION NO: New

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: FSN-10, 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 U.S. Consulate General in Karachi is seeking an individual for the position of Investigator in the Legal Attaché Office.

BASIC FUNCTION OF POSITION:

The incumbent will serve as an investigator for the Legal Attaché Office. He/she performs the full range of investigative duties which have a nexus to Pakistan. Investigates the most complicated and sensitive cases involving crimes against or committed by US citizens. This involves planning, investigating, fact-finding, evaluating, and writing reports. The incumbent serves as the initial point of contact for all Pakistan law enforcement agencies in Balochistan and Sindh provinces for requesting investigative assistance. The position requires frequent contact with host nation law enforcement services to conduct joint investigations, coordinate investigative assistance, request or provide documentation to support ongoing investigations, plan and coordinate training and information sharing programs, and conduct other liaison/administrative duties as directed on behalf of the Legal Attaché. In addition to investigator responsibilities, the incumbent serves as an interpreter/translator for the Legal Attaché Office, with specific responsibilities in oral interpretation and written translation. The incumbent will be required to plan, schedule, and organize Legal Attaché office-sponsored law enforcement training/assistance programs and conferences throughout Pakistan and serve as a program manager.

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:** University Degree (16 years of education) in general studies, political science, history, or criminal justice is required. Must have attended and completed Police Academy training.
- 2. EXPERIENCE:** Ten years of progressively responsible full-time law enforcement experience is required. A strong background in criminal investigation and national/provincial/local laws and criminal procedures is required.
- 3. LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing in English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Must be familiar with the day-to-day process of exchanging information among law enforcement agencies in Pakistan and the United States with respect to all types of criminal investigations. Must be able to familiarize him/her with various subjects so as to render accurate, clear translations that capture the meaning and intent of original documents and discussions. A thorough knowledge of local political, social, and cultural customs and practices is required. A working knowledge of law enforcement, legal terminology, host country government administrative practices and law enforcement procedures is required.
- 5. ABILITIES & SKILLS:** Must have the ability to orally interpret and provide written translation of highly complex and technical law enforcement-related conversations/documents. The ability to work independently is required. The

incumbent must have the ability to motivate and train others, deal effectively with people both internal and external to the U. S. mission, and demonstrate confidence and professionalism in order to gain cooperation through diplomacy when dealing with local officials. The incumbent should possess the ability to organize, plan, and manage multiple projects, and must be proficient in MS Office Suite. This may be tested. The incumbent must have a valid Pakistani driver's license for Motor Car/Jeep.

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) at Pakjobs@state.gov. Paper (hard copy) applications are not accepted. Vacancy Announcement Number (e.g. 12-100) must be mentioned in the subject line.

Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. Please do not attach any documents with your application. To see all advertised positions, please visit the Embassy Web site 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 EFMs (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: June 25, 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.