

VACANCY ANNOUNCEMENT # 13/05/29-A

Re-advertisement FRAUD INVESTIGATOR ASSISTANT FSN-9 (OR); FP-5 (NOR)

From: HR-Samuel R. Peale
Open to: All interested candidates
Opening Date: June 24, 2013
Closing Date: July 8, 2013
Work Hours: Full time - 40 hours per week.
Desired Start Date: July 30, 2013

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Fraud Investigation Assistant in the Consular Section (CONS) office.

Basic Function of Position

Plans and conducts complex investigations both independently and as part of multi-agency investigative operations with the Department of Homeland Security, Regional Security Office, Peruvian National Police, and Peruvian Immigration. Verifies identities and information affecting eligibility in various cases, including NIVs, IVs, passports, and nationality determination. The incumbent investigates cases involving child smuggling and trafficking, sham marriage, and false claims to U.S. citizenship. Evaluates complex facts, interprets laws, and interviews witnesses. Obtains criminal, financial, identification, labor and immigration records and presents cases or evidence to local authorities for prosecution in the host county. Interaction with local authorities is constant. Develops reports of investigation which set out the facts and evidence established by the investigation.

Please note: At the end of this Vacancy Announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

Qualifications Required

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

1. Education and Experience: Completion of four years of college/university studies in general coursework such as English composition, math, education, and other general electives are required and at least three years of prior investigative, Peruvian legal, or consular experience is required.

or

Completion of three years of college/university studies in general coursework such as English composition, math, education, and other general electives are required and at least four years of prior investigative, Peruvian legal, or consular experience is required.

or

Completion of two years of college/university studies in general coursework such as English composition, math, education, and other general electives are required and at least five years of prior investigative, Peruvian legal, or consular experience is required.

or

Completion of one year of college/university studies in general coursework such as English composition, math, education, and other general electives are required and at least six years of prior investigative, Peruvian legal, or consular experience is required.

2. Language: Level IV (Fluent) Speaking/Reading/Writing English ability. Level IV (Fluent) Speaking/Reading/Writing Spanish ability is required. This will be tested.

3. Job Knowledge: Must have a working knowledge of the Peruvian legal system. Must have a strong knowledge of and skill in interviewing and interrogation techniques, taking of statements, safeguarding of evidence, informant development and control as well as working knowledge of consular, police, and judicial processes.

4. Skills and Abilities: Must be organized and can work with minimal supervision; resourceful; must work under considerable pressure without losing professional composure, good interpersonal skills in both formal training and informal situations; perceptive investigative ability. Must be willing to work after hours and on weekends as needed. Must be capable of preparing responses to legal requests and investigative reports. Must be very comfortable with Microsoft Office technologies, the Internet, and Consular applications.

Selection Process

When equally qualified, US Citizen Eligible Family Members (USEFMs) and 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. Hiring Office will receive qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. veterans),
 - b. internal candidates, and
 - c. external candidates.
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. 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.
5. 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.
6. 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.
7. US Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

To Apply

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Submit Applications To:

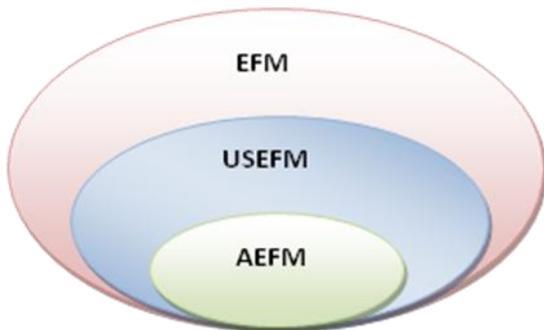
Human Resources Office
 Av. Lima-Polo Cdra. 1 s/n
 Monterrico - Lima 33
 Monday thru Thursday, from 9:00 a.m. to 2:00 p.m.
 Friday, from 8:30 a.m. to 11:00 a.m.
 (except for Peruvian and American holidays)

Point of Contact:

Telephone: 618-2169
 Fax: 618-2330

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- 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.

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

- US 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.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed [service](#) member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan ([AIT](#)), and who is under chief of mission

authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

C L O S I N G D A T E : J u l y 8 , 2 0 1 3
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The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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.

Cleared by: CONS-Mark Perry _____

Major Duties and Responsibilities of the Position

25%) Plans and conducts complex investigations both independently and as part of multi-agency investigative operations with the Department of Homeland Security, Regional Security Office, Peruvian National Police, and Peruvian Immigration. Such investigations can lead to criminal prosecution. Verifies identities and information affecting eligibility in various cases, including NIVs, IVs, passports, and nationality determination.

25%) Incumbent investigates cases involving child smuggling and trafficking, sham marriage, and false claims to U.S. citizenship. Evaluates complex facts, interprets laws, and interviews witnesses. Obtains criminal, financial, identification, labor and immigration records and presents cases or evidence to local authorities for prosecution in the host county. Interaction with local authorities is constant. Develops reports of investigation which set out the facts and evidence established by the investigation.

10%) Identifies local sources of organized fraud activity and purveyors of fraudulent documents and provides training on such for all newly arrived consular officers. Refers information related to illegal trafficking of migrants to appropriate law enforcement entities. Conducts interviews and examines official documents. Evaluates evidence and submits written reports setting forth pertinent facts and conclusions. Plans and coordinates the Lima City Fraud Tour for new consular officers.

10%) Establishes and maintains effective liaison with Peruvian National Police, judicial officials, prosecutors, customs, U.S. Department of Homeland Security and international law enforcement agencies such as Interpol. Maintains a liaison with other fraud prevention agencies, Canadian, British, Australian, and Mexican consular and immigration authorities as well as with the local airport authorities. Develops and conducts fraudulent document training seminars for airlines employees, immigration inspectors, local law enforcement agencies, and consular personnel as required. Develops and reports intelligence information.

5%) Drafts reports to the Department of State reporting the results of the Fraud Prevention Unit. Prepares official letters and diplomatic notes on police and judicial investigative cases.

5%) As necessary liaises with local civil and criminal courts and prisons to obtain information and report on cases involving U.S. citizens, or other matters of interest to the Department of State, including extremely high-profile and sensitive or complex cases involving terrorism or drug trafficking.

5%) Provides assistance to ACS Unit and to American Citizens in emergency situations involving air or vehicle crashes, child custody, child support, arrest, or immigration matters where fast and decisive action by the Consular Section may prevent lengthy legal proceedings.

5%) Advises consular officers on all facets of Peruvian law affecting consular matters, including constitutional, criminal, immigration, family and civil law. Remains familiar with all changes in Peruvian criminal, civil, and immigration law with specific attention to how those changes will affect American interests. Provides guidance regarding Government of Peru regulations and local

procedures which govern the conduct of the local consular investigations. Assists and provides legal counsel to consular officers in fraud cases and investigations.

5%) Establishes and maintains files and databases on individuals and organizations involved in alien smuggling, visa, and passport fraud; analyzes and exchanges data with Peruvian and U.S. law enforcement authorities with the objective of dismantling and disrupting alien smuggling activities.

5%) Performs special projects as assigned.