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UNITED STATES MISSION POLAND
VACANCY ANNOUNCEMENT

No. 15-04	SECURITY INVESTIGATOR EMBASSY WARSAW (RE-ADVERTISED)	January 23, 2015
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OPEN TO: All Interested Candidates
POSITION: Security Investigator, FSN-9/FP-5 (steps 1 through 4)*
OPENING DATE: January 23, 2015
CLOSING DATE: February 6, 2015
WORK HOURS: Full-time (40 hours per week)
SALARY: *Not-Ordinarily Resident: \$US 50,833 (yearly gross starting salary)
(Position Grade: FP-5 to be confirmed by Washington)
*Members of Household: \$US 43,812 (yearly gross starting salary)
*Ordinarily Resident: PLN 108,296 (yearly gross starting salary)
(Position Grade: FSN-9)

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

The **U.S. Embassy in Warsaw** is seeking an individual for the position of Security Investigator in the Drug Enforcement Administration's Warsaw Office.

BASIC FUNCTION OF POSITION

The incumbent serves as an Investigative Assistant (IA) to the U.S. Drug Enforcement Administration (DEA) in Warsaw, Poland. The incumbent provides an advanced level of host country criminal investigative expertise to the DEA Country Attache (CA) and other DEA officials in fulfilling the narcotics law enforcement mission of the United States Government within Poland and Ukraine as well as with regional law enforcement officials operating in the area of drug law enforcement and counter-drug initiatives. The incumbent maintains and improves the level of official contact within the Polish Prosecutors Office, Customs Service of the Republic of Poland, Agencji Bezpieczeństwa Wewnętrznego (ABW), Central Bureau of Investigations of Poland (CBIS), Security Service of Ukraine (SSU), and Ukraine's Ministry of Internal Affairs (UMIA).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office (ext. 2275).

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** University degree in criminal justice, law, linguistics, international relations or political sciences is required. In the absence of the required degree, a minimum of two years of general college studies and seven years of the work experience stated below are required.
- 2. Prior Work Experience:** A minimum of five years of experience in a legal office, law enforcement, criminal prosecution, security management, or investigative activities are required.

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3. **Language Proficiency:** Level 4 (fluent) speaking/reading/writing English and Polish is required. Level 3 (good working knowledge) speaking/reading/writing Russian and/or Ukrainian is required. Proficiency in reading, writing and speaking in English, Polish, and Russian/Ukrainian languages required to carry out functions of Security Investigator is required.
(*Note: the language proficiency will be tested*).
4. **Job Knowledge.** Good knowledge of the history and of the political and socio-economic system of Poland, regional and local institutions is required. Detailed knowledge of Poland's operational environment, including the Polish judicial system, criminal laws, procedures, and knowledge of structures, operations, duties and responsibilities of Polish law enforcement agencies is required. Good knowledge of law-enforcement techniques is required. Familiarity with Polish police methods, techniques and systems, and hierarchy is required. Familiarity with U.S. Government operations is required. Detailed knowledge of DEA's role and function in support of the law enforcement mission of the US Government within Poland and Ukraine is required. Detailed knowledge of intra-agency procedures for coordination with headquarters is required. Current knowledge of Microsoft office suite (MS word, MS Excel, etc.) is required.
5. **Skills and Abilities:** Ability to provide investigative expertise is required. Ability to guide, instruct and train narcotics investigators from basic to advanced levels is required. Ability to develop sources of information both inside and out of law enforcement community is required. Very good writing skills in word processing, spreadsheets, and databases are required. Ability to deal effectively with persons within and outside the U.S. Mission is required. Ability to demonstrate confidence and professionalism is required. Diplomacy and tact in dealing with local/regional officials, as well as U.S. officials are required. Possession of a valid driver's license category "B" and ability to operate all types of motor vehicles (manual transmission, sport utility) under dangerous conditions are required.

SELECTION PROCESS

When equally qualified, U.S. Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required above qualifications in the application.

Candidates for employment are normally hired at the first step. In some instances, candidates may be appointed at a higher step when exceptional qualifications or previous US Government service so warrant. In such a case, the Human Resources Officer will determine the salary.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Locally Employed Staff (LE Staff) of US Mission Poland having served less than 90 calendar days in their current position are not eligible to apply.
3. Current LE Staff with an overall summary rating of *Needs Improvement* or *Unsatisfactory* on their most recent Employee Performance Report are not eligible to apply.

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4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. EFMs who are departing post in less than one year are not eligible to apply.
6. Selected candidate will be required to obtain a non-sensitive security clearance and a medical clearance.

TO APPLY

Interested applicants for this position should 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 UEA (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 U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. 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, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy
Al. Ujazdowskie 29/31
00-540 Warsaw
email: WarsawRecruitment@state.gov
Fax: 022- 504-2265

Applicants are required to complete and sign the Drug Use Statement regarding any prior drug usage before they can be considered for the vacant position. The responses to the Drug Use Statement will be used to determine eligibility for DEA employment.

Applicants who responded to Vacancy Announcement 14-37 need not reapply as their applications will be considered.

Please note: Short listing and interviews are normally completed within two weeks of the closing date.

Please assume that your application has been unsuccessful if you have not heard from us within two weeks of the closing date.

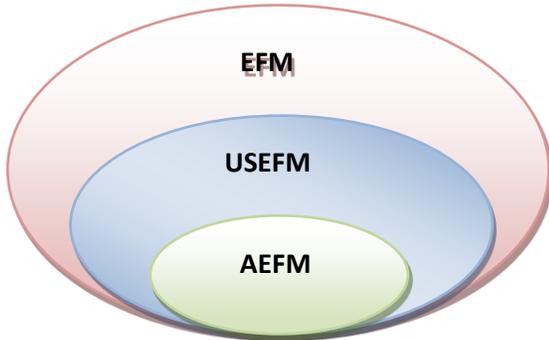
CLOSING DATE FOR THIS POSITION: February 6, 2015

The US Mission in Poland provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, 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.

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Appendix A DEFINITIONS



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

1. **Eligible Family Member (EFM)**: An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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.

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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, and 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 U.S. 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 U.S. 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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

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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
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References