



**United States Consulate General
Sao Paulo, Brazil
Management Notice N°: 22
Date: April 27, 2012**

To: All Employees
From: A/MGT – Jeffery Bournes
Subject: Vacancy – Consular Investigations Assistant

OPEN TO: All Interested Candidates
POSITION: Consular Investigations Assistant, FSN-7; FP-7
OPENING DATE: Friday, April 27, 2012
CLOSING DATE: Friday, May 11, 2012
WORK HOURS: *Full-time; 40 hours/week*
SALARY: *Ordinarily Resident (OR): R\$ 44,316 annually. (Starting salary) (Position Grade: FSN-7)*
U.S. Citizens EFMs: US\$ 39,994 annually. (Starting salary) (Position Grade: FP-7)

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

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Consular Investigations Assistant to work in the Fraud Prevention Unit.

BASIC FUNCTION OF POSITION

The Consular Investigations Assistant is responsible for assisting Fraud Prevention Manager (FPM) to detect and prevent different types of fraud regarding Non-Immigrant Visa Unit and American Citizen Services issuances, illegal immigration, trafficking in person, money laundering and terrorism, maintains Fraud Prevention Unit (FPU) files and databases, responds inquires from various sources by performing telephonic investigation and interviewing/fingerprinting applicants as necessary.

Major Duties of the position:

Under the direct supervision of the current Fraud Prevention Manager (FPM) who has countrywide responsibilities, and the Senior Fraud Prevention Unit (FPU) Locally Engaged Staff, the incumbent conducts the following activities:

- Works full-time to prevent; detect and combat visa and passport fraud at the largest visa issuing post in the world with over 3000 visas a day, 18 American officers, 54 LE Staff.
- Investigates fraud cases and reports on findings.
- Assists or backs up Senior FPU LE Staff in coordinating with various U.S. government agencies as well as Brazilian government entities such as Immigration Customs Enforcement/ Homeland Security Investigations, Drug Enforcement Agency, U.S. Customs and Border Protection, airline security personnel, Brazilian Civil, Military and Federal Police, Brazilian governmental officials (i.e. Federal and State judges), and other allied Embassies and Consulates located in Brazil. Cultivates relationships with these contacts in order to facilitate communication and cooperation and root out nefarious travelers.
- Helps Consular Officers with proper analysis of information related to local religion, culture and socio-economic conditions.
- In conjunction with the Senior FPU LE Staff, provide training to the Federal Police, airline companies and travel agencies within Brazil.
- Assists Mission Fraud Prevention manager in coordinating Fraud Prevention Programs and investigations with other posts within Brazil;
- Works constantly with ARSO-I to provide information on fraud schemes and document vendors which are then used to make arrests and seize assets, both in the United States and Brazil.
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- Constantly deals with confidential information provide by: Serasa/Experian (company that provides data an analytical tools), Enterprise Case Assessment System (ECAS) and Department of Homeland Security's Arrival Departure Information System (ADIS).

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Completion of secondary school is required.

EXPERIENCE: Experience with progressively increasing responsibilities in administrative work or another closely related field is required.

LANGUAGE: Level III English (Good Working Knowledge) in both speaking and reading is required. Level IV Portuguese (Fluent) in both speaking and reading is required. These will be tested.

KNOWLEDGE: Incumbent must have extensive knowledge of the host country laws, authorities and officials in Sao Paulo and all of Brazil that deal with Brazilian demographics, immigration trends and related segments.

SKILLS AND ABILITIES: Incumbent must have strong interviewing ability. Incumbent must also be able to gain confidence of persons in circumstances in which they are inclined to be mistrustful. Incumbent must show imagination and resourcefulness in obtaining information from dubious individuals.

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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 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.
4. Currently employed US 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.
5. 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.

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 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; **or**
 3. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (*see section 3A below for more information*); **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 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.
- 3A. 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

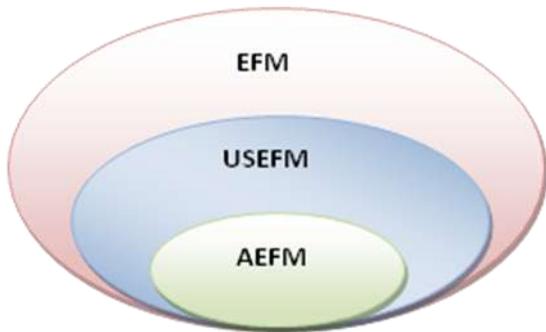
- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work

- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Email: recrutamentosaopaulo@state.gov with vacancy title; or
 Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; or.
 Fax: (11) 5186-7475

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.

5. **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.

6. **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).

CLOSING DATE FOR THIS POSITION: Friday, May 11, 2012

The US Mission in Brazil 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.

Drafted: S. Souza

Cleared: J. Kimmel

K. Ortuzar

Approved: J. Bournes