

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 06-2013

OPEN TO: U.S. Citizen Appointment Eligible Family Members (AEFMs) – All Agencies

POSITION TITLE: Consular Investigator Assistant

OPENING DATE: February 15, 2013

CLOSING DATE: March 1, 2013

WORK HOURS: Full-time 40 Hours/Week

POSITION GRADE: *FP-06 “To be determined by Department of State, AF/EX in Washington.”

NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Freetown is seeking an Eligible Family Member (EFM) for employment in Sierra Leone for the position of Consular Investigator Assistant. The position is located in the Consular Section reports to the Chief Consular Officer.

FUNCTIONS OF POSITION:

Conducts a variety of investigations into various types of visa fraud, marriage fraud and other consular matters, including requests initiated by neighboring posts, the Department, Congress, or DHS. Conducts interviews and examines a variety of official

documentary records to obtain requisite information, such as establishing the true identity of a visa applicant or an applicant whose naturalization is pending, or establishing whether or not an applicant meets stated eligibility requirements. May be required to ascertain whether the person under investigation is indeed related to a U.S. citizen, whether such a person is the minor, unmarried son or daughter of a principal applicant for an immigrant visa. Evaluates evidence obtained and submits a written report containing pertinent facts and conclusions reached for review by the Consular Officer. When qualifications are met, will assist in the adjudication of visas.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Two years of college or university study is required in order to have sufficient skills to analyze, interpret and apply regulatory or legal information.
- 2. Experience:** Four years of administrative/ government service/ para-professional experience, such as related consular work or similar work involving the application of relatively complex regulatory or legal material.
- 3. Language ability:** Level 4 English Language ability (fluent) in written and spoken English required.
- 4. Knowledge:** A thorough knowledge of applicable laws, regulations, procedures and requirements for immigrant and non-immigrant visas. Good understanding of applicable visa requirements. Knowledge of American citizen processing procedures.
- 5. Other Criteria:** Must be a U.S. Citizen Appointment Eligible Family Member (AEFM) of a U.S.G. direct-hire or Uniformed service employee. Must have or be able to obtain a Secret Security Clearance.
- 6. Abilities:** Ability to deal with the public in a courteous manner and handle a variety of unique circumstances. Ability to apply good judgment in evaluating evidence and to apply relatively complex regulations correctly.

Ability to draft well written reports. Ability to work in stressful and high productivity environment. Ability to develop and maintain an extensive range of contacts. Advanced keyboard and data entry skills. Operate specialized office machines related to issuance of visas, biometric equipment, fingerprinting

equipment, and/or photographic equipment. Familiar with standard IT software to use specialized consular databases and software.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae that provides the same or additional information as an DS-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

The Human Resources Section
(Application for EFM Consular Fraud Investigator Assistant)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 515-075
HRFreetown@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire non-career employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or

establishment abroad with a USG agency that is under COM authority;

--is Listed on approved form OF-126 (Foreign Service Residence and Dependency Report) of a US Foreign Service, Civil Service employee or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--If a Domestic Partner applies, the Foreign Service, Civil Service employee or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM Authority, must have filed and obtained approval of form DS-7669 from HR/EX/ASU.

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service.

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders or approved form OF-126 who do not meet the above criteria are not AEFMs or US Citizen EFM's for purpose of 3 FAM 8210.

CLOSING DATE FOR THIS POSITION: March 1, 2013.

The US Mission in Freetown 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.