

# MANAGEMENT NOTICE

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 024-2014

OPEN TO: All Interested Candidates/ All Sources

POSITION: Consular Fraud Investigator, FSN-08/FP-06

OPENING DATE: August 22, 2014

CLOSING DATE: September 05, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: \*Ordinary Resident (OR)  
(Position Grade FSN-08)

\*Not-Ordinarily Resident (NOR)  
(Position Grade FP-06)

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

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Consular Fraud Investigator. The position is located in the Consular Section and reports to the Consular Officer.

## **BASIC FUNCTION OF POSITION:**

The employee serves as fraud investigator and analyst. S/he conducts investigations on persons seeking official U.S. Government benefits or services, including visas, by interviewing applicants, verifying documents, and developing off site information from outside sources.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the HR Office at American Embassy, Hill Station or visit the website below to obtain a copy of the position description. Please see appendix C.

## QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of secondary school and a minimum of two years of college study in Criminology or equivalent investigative experience required.
- 2. Experience:** Two to four years of progressively responsible experience in investigative work such as law enforcement or journalism, or acquired in the performance of visa or consular investigatory work.
- 3. English Ability:** Level III English language ability (fluent) in written and spoken English required. Level IV Krio language (fluent) is required.
- 4. Other Criteria:** A thorough knowledge of applicable laws, regulations, procedures and familiarity with patterns of fraud in the locality, including local laws and customs relating to marriage, divorce, adoption, and legitimation. Familiarity with documentary sources of information. Good understanding of visa and US Citizenship requirements. Knowledge of US Citizen rights, benefits and processing procedures. Familiarity with the neighborhoods of the greater Freetown area and the geography of Sierra Leone.
- 5. Other Skills:** Ability to uphold the integrity and ethics of the Consular Section and the US Embassy. 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 interpreting 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.
- 6. Interpersonal skills:** Interpersonal relationship with members of Consular Affairs office and the entire embassy in coordinating work through positive teamwork collaboration.

### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) 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. 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 Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold 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 applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) 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 a Curriculum Vitae PLUS
3. 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.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

**SUBMIT APPLICATION TO:**

The Human Resources Section  
(Application for Consular Fraud Investigator)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076/022-515-075

**POINT OF CONTACT:**

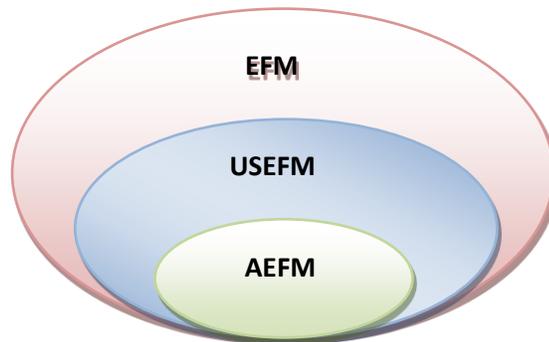
Human Resources Section: 076-515-000/079-961-624/078-708-790

**CLOSING DATE FOR THIS POSITION: September 05, 2014**

The U.S. Mission in Freetown, Sierra Leone 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.

## 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.
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 U.S. 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 U.S. 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 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).

## 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

## APPENDIX C

### COMPLETE JOB DESCRIPTION - Consular Fraud Investigator

This position serves as fraud investigator and analyst. Conducts investigations into persons seeking official U.S. Government benefits or services, including visas, by interviewing applicants, verifying documents, and developing off site information from outside sources.

Conducts a variety of investigations into various types of visa and benefits fraud and other consular matters. Handles cases referred to the Fraud Prevention Unit by the Consular Officers, neighboring posts, the Department, and requests from Congress, DHS, or similar bodies. Conducts interviews and site visits and examines documentary records to verify identities, relationships, and similar visa eligibility requirements. Collects, organizes, and evaluates evidence. Presents written findings of fact and conclusions for review by the Fraud Prevention Manager.

S/he develops and maintains extensive contacts with local officials at the police, registrars, law courts, ministries, immigration, and religious institutions to verify court orders or claims of education, marriage, or other status. Frequently travels outside the Embassy in both Freetown and upcountry to obtain information.

Provides federal benefits assistance to United States Citizens and former USG employees, including Social Security, pensions, and tax return distribution.

Supports the other Consular Assistants in the provision of US Citizen Services, including arrests, deaths, welfare/whereabouts, routine services, and as necessary, evacuation of US Citizen residents in Sierra Leone. Ensures that registration records are up to date. Registers US Citizens presently in country. Provides information to US Citizens on local matters such as list of doctors and lawyers, and entry/exist requirements. Maintains and updates the warden list as necessary.

Support the other Consular Assistants in handling the full range of written and telephonic enquiries. These may range from routine inquiries about where certain cases are processed to complex inquiries about local laws or specific cases.

Supports the other Consular Assistants in processing Non-Immigrant Visas, as needed, including accepting and entering applications, taking fingerprints, and processing issued and refused visas.

**\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**