



# VACANCY ANNOUNCEMENT

## An Equal Opportunity Employer

The U.S. Embassy in Mbabane is seeking an individual for the position of **Security Investigator** in the Overseas Buildings Operations/Site Security Manager (OBO/SSM) office.

NOTE: Applicants ordinarily resident in Swaziland must have the required residency permits to be eligible for consideration.

**OPENING DATE:** May 3, 2013

**CLOSING DATE:** **May 17, 2013**

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Position grade: FSN-07. Non-cash benefits include medical & pension.

### Basic Function of Position

The incumbent will perform investigative duties pertaining to personal security and background information for all personnel associated with the New Embassy Compound (NEC). The incumbent will work under the direct supervision of the Site Security Manager (SSM) conducting background investigations for NEC employees; coordinates work with host country law enforcement and security services; and interviews subjects.

### Qualifications Required

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Items 1-5 are all required.

- 1. Education:** Completion of secondary school is required. Police or security-related military training required.
- 2. Experience:** Minimum two to three years of progressive experience in investigation work with a military, police, or established private security organization.
- 3. Language:** Level 4 (fluent) English. (This will be tested). Level III (good working knowledge) SiSwati.
- 4. Knowledge:** Sound knowledge and experience with legal and court procedures in Swaziland, as related to SSM operations. Knowledge of documentary sources of information and familiarity with pertinent local laws such as marriage, divorce, adoptions, invasions of privacy, etc. Willing to learn and understand Embassy's security policies and procedures, with emphasis on Bureau of Diplomatic Security's investigative procedures and techniques.
- 5. Skills and Abilities:** Must be computer literate and able to use the Microsoft suite. Must possess category E driver's license. Must be able to conduct personnel investigations at all levels within Swaziland. Professionalism and positive personality is necessary to have access to host government police and security agencies. Ability to exercise initiative and resourcefulness in obtaining information or evidence is required. Must be extremely tactful in conducting investigations.

### To Apply:

Interested candidates for this position must submit the following: A cover letter, current resume or curriculum vitae, plus any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Submit applications to U.S. Embassy, Human Resources Office, Central Bank Building, 7<sup>th</sup> Floor, Mahlokohla Street, P.O. Box 199, Mbabane, Swaziland. Or via email to:

**Mbabane\_HRRrecruitment@state.gov** - include in the subject line: Application for **Security Investigator** position.

View vacancy announcement at <http://swaziland.usembassy.gov>.