

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HCMALL 12/11B**

*This announcement is for a trainee level. The position is also advertised at a full performance level.  
Please see the ANNOUNCEMENT NUMBER HCMALL 12/11A for reference.*

- OPEN TO:** All interested candidates
- POSITION:** **Security Investigator, FSN-9; FP-5 (Steps 1 through 4)\***  
(\*Position grade FP-5 will be confirmed by Washington)
- OPENING DATE:** May 29, 2012
- CLOSING DATE:** June 19, 2012
- WORK HOURS:** Full-time, 40 hours/week
- LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.
- ANNUAL SALARY:** **US\$50,043.00** (Starting salary for a 40-hour work week) - applicable to:
- U.S. Citizen EFM; and
  - At least 18 years old; and
  - Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
  - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
  - Does not receive a Foreign Service or Civil service annuity.
- US\$42,948.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-U.S. Citizen EFM, MOH with SSN number; or
  - U.S. Citizen EFM of Agencies or offices, or uniformed service members **NOT** under Chief of Mission authority; or
  - U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service; or
  - EFM hired under PSA mechanism; and
  - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.
- US\$15,130.75 (U.S. Minimum Wage)** - applicable to:
- U.S. Citizen employees who are not EFM, MOH listed above; and
  - Not holder of diplomatic passport; and is a local resident; and
  - Is subject to the host country employment and tax law; and
  - Has the required visa, residency permit and work permit in order to work legally in the host country.
- US\$13,685.00 (Position Grade: FSN-9- Starting salary)** - applicable to:
- A host country national or foreign national, who is not a U.S. citizen, nor a family member, MOH of a direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
  - Is subject to the host country employment and tax law.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Security Investigator position in its Regional Security Office (RSO).

**NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**BASIC FUNCTIONS OF THE POSITION**

Incumbent will report directly to the Regional Security Officer (RSO) and be responsible for the direct supervision of one (1) Locally Employed (LE) Staff. S/he will 1) conduct background investigations that impact employment eligibility for Locally Employed Staff for Mission Vietnam to include Ho Chi Minh City and Hanoi; 2) develop and maintain liaison with the Vietnamese Ministry of Public Security (MPS), Immigration, airport enforcement authorities, Ho Chi Minh City Police

Department, and other Government of Vietnam agencies; 3) meet on a regular basis with Regional Security Officer (RSO) law enforcement counterparts and be the primary point of contact for RSO on all matters related with Consulate Security; 4) help develop detailed training materials that will relate to current Vietnam security situations; 5) represent and present the RSO's position at meetings with law enforcement counterparts.

Please contact the Management Office at 3520-4200 X4342/4274 for further inquiries.

### **QUALIFICATION REQUIREMENTS**

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

1. A University Degree is required in the field of Arts and Science, Police Science, International Relations, Foreign Language or Economics is required.
2. Must have at least four years of recent, progressively responsible experience in conducting background, law enforcement, social science research, statistical analysis, criminal, civil investigations, or prosecution fields.
3. Must have 1) deep understanding of general Vietnamese criminal police procedures and the local law enforcement community, as well as an in-depth understanding of local government structures, practices and regulations including Vietnamese civil and criminal laws and criminal prosecutorial procedures and norms within the judicial system; 2) good working knowledge of documentary sources of information and familiarity with pertinent local laws, such as invasion of privacy, marriage, divorce, etc; 3) knowledge about criminal activities and modus operandi of criminal organizations in Vietnam; 4) thorough knowledge of local cultural and business practices.
4. Must be able to maintain extensive contacts with senior and working-level officials of local law enforcement and other government agencies, exercise initiative and resourcefulness in obtaining information and criminal evidence for use in a court of law; draft concise, structured reports that isolate key points of complex investigations; assimilate Department of State manuals and procedures, and implement guidance accordingly; receive verbal instructions and implement concept-to-goal without significant supervision. Must possess a valid driver license for motorcycle (motor-bike).
5. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer application (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested).
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

### **ADDITIONAL SELECTION CRITERIA**

**Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.**

### **SUBMIT APPLICATION TO**

Management Office  
U.S. Consulate General, 7A Mac Dinh Chi Street  
District 1, Ho Chi Minh City  
Tel. 84-8-3520-4342/ 4274  
Fax: 84-8-3520-4233

**CLOSING DATE FOR THIS POSITION: JUNE 19, 2012**

**(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)**