

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 12/20B**

*This announcement is for a trainee level. The position is also advertised at a full performance level.
Please see the ANNOUNCEMENT NUMBER HCMALL 12/20A for reference.*

- OPEN TO:** All interested candidates
- POSITION:** **Senior Fraud Investigator, FSN-8; FP-6***
(*Position grade FP-6 will be confirmed by Washington)
- OPENING DATE:** August 03, 2012
- CLOSING DATE:** August 17, 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\$44,737.00** (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\$38,394.00** (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\$10,459.00 (Position Grade: FSN-8- 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 Senior Fraud Investigator position in its Consular Section/Fraud Prevention Unit.

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 lead a team of four staff at a high-volume, high-fraud consular post to aid the Fraud Prevention Manager in meeting mission fraud prevention goals. The incumbent will be responsible for leadership and management, performing investigations on cases of suspected visa fraud, performing site visits, writing investigation reports, researching fraud patterns, collecting and analyzing fraud data, providing fraud prevention training, and maintaining contact with local government officials.

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. Completion of secondary school is required.
2. Must have at least four years experience in consular work, investigation, law enforcement or related field. In addition, one year supervisory experience is required.
3. Must have in-depth knowledge of Vietnamese civil documents, marriage and adoptions laws as well as regional and local fraud trends.
4. Must be able to 1) gather and analyze seemingly unrelated pieces of information in order to select investigative methods most useful for making a final determination on the bonafides of a case; 2) successfully prepare comprehensive reports of FPU findings for the most complex fraud cases; 3) demonstrate good judgment, tact, and sufficient mastery of nuance in English and Vietnamese so as to respond effectively to external inquiries (from Department of Homeland Security, Vietnamese Government, Diplomatic Security, etc); 4) communicate effectively orally and in writing with a wide range of internal and external counterparts at all levels within the organization; 5) comfortably address audiences at various levels inside and outside the office; 6) demonstrate a thorough understanding of online research and data collection tools, cross-application text searches, public domain research via the internet.
5. Must demonstrate proficiency in Microsoft software (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: AUGUST 17, 2012

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