



# American Embassy

Subdivision 694/Stand 100,  
Kabulonga District, Ibex Hill Road  
P.O Box 31617, Lusaka District, 10101, Zambia

## FOREIGN SERVICE NATIONAL INVESTIGATOR

**OPEN TO:** All Interested Candidates

**POSITION:** Foreign Service National Investigator, FSN 8; FP-6

**OPENING DATE:** April 17, 2013

**CLOSING DATE:** May 2, 2013

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

**SALARY:** Ordinarily Resident (OR): KR 110,404.78 p.a. (Starting salary) (Position Grade: FSN-8);  
\*Not-Ordinarily Resident (NOR): \$44,737 USD p.a. (Starting salary determined by Washington) (Position Grade: FP-6)

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

The U.S. Embassy in Lusaka is seeking to hire an individual for the position of Foreign Service National (FSN) Investigator in the Mission's Regional Security Office.

### BASIC FUNCTION OF POSITION

The incumbent serves as an investigator responsible for conducting complex and sensitive investigations to include personnel suitability, fraud, and malfeasance cases for U.S. Government (USG) agencies operating under the Chief of Mission. S/he conducts and maintains liaison with all host government police, law enforcement, and security organizations, and customs and immigration officials. The types of investigations include consular, citizenship, passport, and immigration fraud; threats to USG employees and family members; procurement or financial irregularities; and malfeasance. S/he develops and maintains liaison with local police, including Zambia Police Service, Drug Enforcement Commission, Zambia Wildlife Authority, and Diplomatic Police; airport personnel; Crime Investigation Division and other security, law enforcement, and government officials. The job holder will conduct interviews for personal background checks for employment of staff, or for other personnel as required and provide support for VIP visits or other U.S. delegations as directed by the Regional Security Officer.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact telephone number 357000 extension numbers 7136, 7049, or 7286.

### QUALIFICATIONS REQUIRED

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

1. University Degree in Social Sciences or Law Enforcement is required
2. Officer ranked superintendent of police (or equivalent) or above, with five years of investigative experience with Zambian Government, Zambian police or a private organization, and several years of related experience with security protection are required.
3. Fluent (Level IV) English and good working knowledge (Level III) of two local languages are required. Language proficiency will be tested.
4. Knowledge of Zambian government documentation and procedures; criminal and traffic law including criminal procedure code; laws governing evidence; laws pertaining to marriage, identification, tax, and similar areas where fraud might occur; security protection procedures including surveillance, static and mobile guard, and VIP protection; methods of obtaining evidence within Zambian law are required.
5. Ability to develop and maintain extensive contacts; carry out planning, fact-finding, evaluation, and excise initiative; draft reports; utilize word processing and email; interpersonal skills allowing incumbent to effectively carry out both investigations and guard force monitoring are required.
6. A valid Class C driving license is required.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174);  
**or**
2. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
3. 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; **plus**
4. 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.
5. 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 Office  
American Embassy  
Subdivision 694/Stand 100, Ibex Hill Road, Lusaka District,  
P.O. Box 31617, Lusaka.

[HR\\_Lusaka@state.gov](mailto:HR_Lusaka@state.gov) (Emailed applications preferred, but not required.)

## **POINT OF CONTACT**

Telephone: 357-000 extension numbers 7284, 7286 or 7136.

**CLOSING DATE FOR THIS POSITION: May 2, 2013**

*The U.S. Mission in Lusaka 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.*

## DEFINITIONS

**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;
- EFM (see above) at least 18 years old;
- 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;
- Not on the travel orders of the sponsoring employee;
- 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, and 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;
- Does not ordinarily reside (*OR*, see below) in the host country;
- 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).

*Only short listed candidates will be contacted.*