

# Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT  
NUMBER:  
11-115 (T)**

**SUBJECT:  
Anti-Corruption Advisor  
FSN-09 (Trainee Level)**

**DATE:  
07/26/2011**

**OPEN TO:** All Interested Candidates/All Sources

**FROM:** Human Resources Office

**POSITION:** Anti-Corruption Advisor (Trainee Level), FSN-09; FP-05

**REFERENCE:** Anti-Corruption Advisor, FSN-10; FP-05  
FULL PERFORMANCE LEVEL VA 11-115

**OPENING DATE:** July 26, 2011

**CLOSING DATE:** **August 9, 2011**

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

**SALARY:** \* Ordinary Resident (OR): \$29,900.00 USD p.a. (Starting Basic salary)  
Trainee Level of Position: Grade FSN-09

\* Not-Ordinarily Resident (NOR): \$50,043.00 USD p.a. (Starting Basic salary)  
Trainee Level of Position Grade FP-05

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

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Trainee Anti-Corruption Advisor** in the International Narcotics & Law Enforcement (INL) Section.

## **BASIC FUNCTION OF THE POSITION**

The incumbent is responsible for liaising with and facilitating advice, guidance, and technical assistance to the Iraqi Commission of Integrity (COI) Inspectors General (IGs) and Board of Supreme Audit (BSA) for developing their capacity to independently and effectively combat corruption at the local, regional, and national levels. Incumbent will evaluate and assist in designing and implementing assistance programs for that purpose.

## QUALIFICATIONS REQUIRED

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

- 1. Education:** University degree in Law, Management, Public Administration, Accounting or Auditing.
- 2. Prior Work Experience:** Four (4) years experience in the fields of law, public administration, auditing/financial investigation, and/or management.
- 3. Language Proficiency:** Level 3 (Good Working Knowledge) Reading/Speaking/Writing English, and Level 4 (Fluent) Reading/Speaking/Writing Arabic. **Language proficiency will be tested.**
- 4. Knowledge:** Knowledge of and experience with the Iraqi legal system, and in particular with Iraqi institutions and officials engaged in law enforcement and the struggle against corruption.
- 5. Skills and Abilities:** Ability to interact on a professional level with Iraqi lawyers and legal officials, as well as with US legal and law enforcement personnel. Ability to evaluate and provide recommendations on U.S. engagement with Iraqi anti-corruption institutions, including assistance programs, and to make recommendation about what institutions should receive US assistance. Ability to determine developments that need to be drawn to the attention of the Anti-Corruption Coordinator and INL and the degree of urgency required.

## SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidates specifically 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 Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a 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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment 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 (see *Appendix B*); **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

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov).

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on the link below:

<http://iraq.usembassy.gov/iraqis-jobs-opportunities.html>

**E-mails received without the appropriate subject line will not be considered. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, for example: VA11-115 (T) Anti-Corruption Advisor**

**CLOSING DATE FOR THIS POSITION: AUGUST 9, 2011**

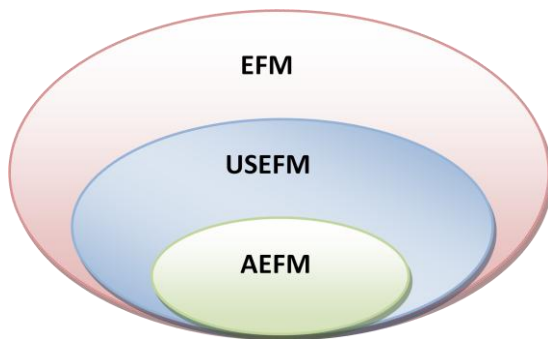
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve 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.

Approved: S/HRO/WDG  
Cleared : D/ACCO/RAS  
Drafted : HRA/MM

## Appendix A

### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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, 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 US Citizen.

4. **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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US 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

# Vacancy Announcement

U.S. Embassy, Iraq



<b>Announcement Number: 11-115 (T)</b>	<b>SUBJECT: Anti-Corruption Advisor-Trainee Level FSN-08 Major Duties and Responsibilities</b>	<b>Opening Date: 07-26-2011  Closing Date: 08-09-2011</b>
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## **50 % of time**

Incumbent serves as the Embassy's senior expert for anti-corruption efforts in Iraq, and as the regular point of contact with officials and senior staff of the Iraqi Commission of Integrity (COI), Inspectors General (IGs), and Board of Supreme Audit (BSA). Maintains encyclopedic knowledge of and promotes cooperation among entities engaged in anti-corruption efforts in Iraq, including the State Department, other agencies of the U.S. Government, the United Nations, non-governmental organizations, and the Iraqi Government. Ensures understanding by relevant Embassy offices of the roles and responsibilities of the COI, IGs, and BSA. Develops and maintains contacts on anti-corruption topics including investigations, inspections, audits, standards, establishment of procedures, drafting of regulations, training, public education and outreach, and professional development.

## **15% of time**

Serves as subject matter expert to INL/ACCO on Iraqi laws, regulations, and institutions relating to corruption, transparency, and financial crimes. Develops and maintains expertise on anti-corruption efforts in Iraq, including programs and policies of the State Department, other agencies of the U.S. Government, the United Nations, non-governmental organizations, and the Iraqi Government. Provides expert advice to the Coordinator, INL Director, and other Embassy officials on current priority actions, status of major programs and projects, and significant issues and developments in the anti-corruption area. Participates in the development, dissemination, and implementation of the Embassy's overall anti-corruption strategy. Ensures that Embassy officials are briefed on the role of Iraqi anticorruption institutions and officials. Provides briefings and status reports as required.

## **15% of time**

Provides input for evaluation and oversight of capacity-building, technical assistance, and training programs to enhance the ability of the COI, IGs, and BSA to operate independently and effectively at the local, regional, and national levels. Assesses the effectiveness of various anti-corruption initiatives including established budget processes, financial management systems, and whistle-blower protections. Recommends changes to established initiatives to enhance the accomplishment of key anti-corruption objectives.

Works with Embassy INL and ROL sections to facilitate technical assistance to the COI, IGs, and BSA on anti-corruption matters, including expert guidance and advice on public administration, privatization, regulatory reforms, budgeting, accounting, auditing, public procurement, contracting, government ethics, and other related areas.

**15% of time**

Prepares factual reports and participates in preparation of analytical reporting on anti-corruption developments and trends, drawing from personal contacts, published and unpublished material, media, and other sources. Prepares papers, reports, and other documents that assess progress, identify problem areas and emerging issues, and address other anti-corruption matters that require analysis and presentation to the Coordinator and other senior Embassy officials.

**5% of time**

Provides guidance, training, and mentoring to less experienced employees assigned to the office.

**5% of time**

Performs other related tasks as directed by the Coordinator and INL Director