UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Location: OTTAWA, CANADA

FRAUD INVESTIGATOR VACANCY NUMBER: 18-083

Friday, November 9, 2018
This Vacancy is **Open**

OPEN TO: All Interested Candidates / All Sources

POSITION: Fraud Investigator **Grade:** FSN-8, FP-6

*Final grade/step a FP pay scale will be determined by

Washington

OPENING DATE: Friday, November 9, 2018

CLOSING DATE: Friday, November 23, 2018

WORK HOURS: Full time; 40 hours per week

SALARY: FSN-8/1, 61,752 CAD p.a.

FP-6/1, 40,514 USD p.a.

*Final grade/step a FP pay scale will be determined by

Washington

LENGTH OF HIRE:Indefinite; subject to successful completion of

probationary period.

NOTE: THIS POSITION REQUIRES LOCAL SECURITY

CERTIFICATION OR PUBLIC TRUST

The U.S. Embassy in OTTAWA is seeking an individual for employment in CANADA for the position of Fraud Investigator in the U.S. Embassy Ottawa.

BASIC FUNCTION OF POSITION

Conduct and manage investigations to determine the presence or absence of fraud in various types of visa and citizenship cases, and report to the Fraud Prevention Manager (FPM). Establish and maintain contacts with a wide variety of Canadian federal, provincial, and municipal authorities, and with local business officials, including bank security and airline personnel. Liaison with other sections of the Consulate and Department of State involved in antifraud and immigration matters. Provide training in document and immigration fraud to other US consulate staff and Canadian partner agencies.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so

may result in a determination that the applicant is not qualified.

- **1. Education:** Two years of post-secondary studies, in criminology, law, political science, sociology, or other related field is required.
- **2. Experience:** Minimum of two years experience performing visa, investigative, or other relevant work.
- **3. Language:** Level IV (fluent) in reading, writing, speaking English is required.
- **4. Knowledge:** A thorough knowledge of established administration practices and general consular operations. Knowledge of U.S. immigration law as it applies to misrepresentation/fraud, alien smuggling and citizenship fraud is required.
- **5. Skills and Abilities:** Must be skilled in applying law, obtaining evidence required for investigations, recognizing counterfeit documents, maintaining contacts, writing concise, reports, and working independently.
- **6. Interpersonal Skills:** Must work well in both team and independent settings, manage the pressures of a heavy workload while interacting face-to-face with a diverse pool of applicants in a polite and professional manner.

SELECTION PROCESS

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **
- * IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.
- ** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

ADDITIONAL SELECTION CRITERIA

We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply (https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf).

Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission Canada may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office. The pay plan is assigned at the time of the conditional offer letter by the HR Office.

TO APPLY

All candidates must be able to obtain and hold a required level of clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site or Mission Canada website at https://ca.usembassy.gov/embassy-consulates/jobs/ or by contacting Human Resources Office.

To apply for this position, applicants should submit the documents listed below.

Required Documents: Please provide the required documentation listed below with your application:

DS-174 https://ca.usembassy.gov/embassy-consulates/jobs/positions-open-to-all-interested-candidates-all-sources

Copy of Orders/Assignment Notification (or equivalent)

Residency and/or Work Permit

Passport copy

Driver's License, if required by a position

DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

SF-50 (if applicable)

Letter(s) of recommendation

List of references

SUBMIT APPLICATION TO: Email your application to ottawahr@state.gov and

reference Vacancy Announcement number.

POINT OF CONTACT: ottawahr@state.gov

Phone: 613-688-5226

DEFINITIONS

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

Thank you for your application and your interest in working at the U.S. Mission in Canada.

CLOSING DATE FOR THIS POSITION: FRIDAY, NOVEMBER 23, 2018

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

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