# VACANCY ANNOUNCEMENT U.S. Consulate General, Hyderabad



**Vacancy Announcement Number: HYD-18-03** 

#### ALL WHO PREVIOUSLY APPLIED NEED NOT TO APPLY AGAIN

OPEN TO: All interested candidates

POSITION: Consular Investigation Assistant, FSN-1430-08, HYA-301008 (Personal

Service Agreement).

OPENING DATE: Wednesday, March 28, 2018
CLOSING DATE: Wednesday, April 11, 2018
WORK HOURS: Full-Time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-8- INR 734, 966 p.a.

Not-Ordinarily Resident (NOR): FP-06 - \$46,093

\*Final grade/step for NORs will be determined by Washington

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

ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST

Applicants must apply on the <u>Universal Application for Employment (UAE) DS-174 form</u>. Applications not completed on DS-174 form will not be accepted. (Refer to application procedure below).

The U.S. Consulate General, Hyderabad is seeking eligible and qualified applicants for the position of Consular Investigation Assistant in the Consular section.

## **BASIC FUNCTION OF POSITION**

- Works as a member of a team to prevent regular and petition-based visa fraud.
   Develops expertise in identifying and reporting fraud through knowledge of local customs and U.S. immigration law.
- Interviews visa applicants to elicit information on circumstances of regular and petition-based visa application and potential ineligibilities.
- Analyze and verify documents submitted in connection with visa applications and/or petitions that may indicate fraud.
- Interview petitioner/beneficiary/applicant to uncover discrepancies or contradictions that may indicate fraud or fraudulent trends.

- Consult with the Fraud Prevention Manager and Supervisor Investigations Specialist to determine if investigation is required. Log all cases referred by consular officers or other consulates that require investigation.
- Detect fraud patterns in both regular and petition-based visa categories. Help train new consular officers by providing fraud prevention perspective and suggest conclusions based on prior experience.
- Draft correspondence to applicants and outside organizations as required.
   Maintain appropriate files on all fraud prevention subjects. Respond to queries and give necessary information to other Consular offices by retrieving cases and scanning all necessary information and forwarding all details to senior FPU investigator

## **QUALIFICATIONS REQUIRED**

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: Completion of Bachelor's degree in Science/Commerce/
  Humanities/Business Administration/Computer Application is required. <a href="Indicate">Indicate</a>
  completion / non completion by checking Yes /No under the education requirement item no. 18 Did you graduate on the form DS-174 (This question is to know if you have completed class-X, XII or any other degree/vocational courses, also specify the name of course and subjects for each qualification you possess).
- 2. EXPERIENCE: : Two years of progressively responsible experience in research or investigations, e.g. military, police, or private security, legal analysis, management consulting (data analysis or Investigative research), human resources (research or investigations), or other closely related fields is required. Elaborate job responsibilities under item no. 20 (a/b/c/d) on the form DS-174. You may also attach annexures in case you would like to provide any further information/details).
- 3. LANGUAGE: Level IV English speaking, reading, and writing. Level IV Telugu speaking, reading, and writing; and Level III Hindi or Urdu speaking and reading is required. (When applying for the position, please indicate your level of proficiency for these languages in item no. 19. Please note to use number key (3 or 4) while applying online for the jobs requiring level –III and level –IV proficiency as the DS-174 application form does not accept more than two letters). Languages will be tested.

Following are the mandatory requirements/pre-requisites for employment with U.S. Mission. Each applicant is required to provide these documents and applications for each position you are interested in. Applications which do not provide the following supporting documents will not be accepted:

- 1. <u>Eligibility to work in India (Applicable to all nationals including host country nationals):</u> Please attach a copy (please do not attach original documents) of any one of the document that confirms your legal eligibility to work in India (for example: Work Permit, Residency Permit, Overseas Citizen of India (OCI), Person of Indian Origin (PIO) copy of passport, PAN Card, Voter's ID, Adhaar Card, Valid Driving License, etc.).
- 2. <u>Educational Documents</u>: Please attach copies of school certificates/Degree/Diploma courses or any other required course certificates as listed on the vacancy announcement.
- 3. <u>Trainings / Certificates / Computer knowledge</u>: Any Skilled or Semi-Skilled trainings/courses undertaken and completed as required on the vacancy announcement.
- 4. <u>Other documents</u>: Please attach any other document (e.g. licenses/Certification) if requested above under qualifications required section.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, 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\*\*
- \* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.
- \*\* This level of preference applies to all Foreign Service employees on LWOP.

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

- 2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 4. The candidate must be able to obtain and hold the following: Local security certification and medical clearance.

**HOW TO APPLY:** Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above):

**PLEASE NOTE:** Effective April 1<sup>st</sup> 2016, Resumes/Curriculum Vitae/Bio-Data's <u>will not be accepted</u> therefore, completion and providing necessary information on the Universal Application for Employment form (UAE) DS-174 is a must.

"The spacing issue on the DS-174 has been resolved however you may continue to attach additional sheets in case you would like to provide any further information/details."

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

#### WHERE TO APPLY:

Human Resources Office: James Segraves, Emmanuel B. Wah and Cecilia Mulligan

**Mailing Address:** Paigah Palace, 1-8-323, Chiran Fort Lane,

Begumpet, Secunderabad – 500003.

E-mail Address: <u>HyderabadVacancies@state.gov</u>

**EQUAL EMPLOYMENT OPPORTUNITY:** 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. 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.

## **Appendix (DEFINITIONS)**

<u>Eligible Family Member (EFM):</u> An EFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers)
  of the employee, spouse, or same-sex domestic partner 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; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the
  American Institute in Taiwan; and
- Is under chief of mission authority.

<u>U.S. Citizen Eligible Family Member (USEFM):</u> A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in
  Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as
  appropriate, at an office of the American Institute in Taiwan; and is under chief of mission
  authority; or
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

<u>Appointment Eligible Family Member (AEFM):</u> An AEFM for employment purposes is an individual who meets **all** of the following criteria:

U.S. Citizen; and

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in
  Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an
  office of the American Institute in Taiwan; and
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

<u>Member of Household (MOH):</u> An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

# **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is <u>not</u> subject to host country employment and tax laws.

# Ordinarily Resident (OR) - An individual who meets the following criteria:

A citizen of the host country; or

• A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or

• Is subject to host country employment and tax laws.

Clearance: FPU: A Ferguson Approved: MO: J Segraves

Drafted: HR: NSmith/CMulligan