

U.S. MISSION

Vacancy Announcement

Riyadh - Jeddah - Dhahran

ADVERTISEMENT

U.S. Embassy Riyadh, Kingdom of Saudi Arabia

Announcement Number: Riyadh-2018-058-R

Position Title: Investigator (100508)

Opening Period: Thursday, June 28, 2018 – Thursday, July 12, 2018

Series/Grade: Local Employee, LE-10 or Foreign Service, FP-05/Step-5

*Local Compensation Plan (LCP):

Starting annual gross salary: SR. 252,737 plus other benefits (e.g., children education allowance, annual ticket/s, medical & life insurance

coverage, retirement contribution plan, etc.)

*USG Pay Plan (USG PP):

US\$ 60,601 per year

Actual FS salary will be determined by Washington D.C.

For More Info: Email: HRORiyadh@state.gov

Who May Apply: All Interested Applicants/All Sources

Security Clearance Required: Appropriate security clearance will be required after selection

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the <u>Eight (8) Qualities of Overseas</u> <u>Employees</u> before you apply.

Summary: The U.S. Mission in Riyadh, Kingdom of Saudi Arabia is seeking eligible and qualified applicants for the position of Investigator for the Department of Homeland Security/Immigration and Custom Enforcement (DHS/ICE) section.

Work schedule for position is: *Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: None except as needed in bi-lateral/multi-agency functions.

Duties: The Foreign Service National (FSN) Investigator provides guidance and assistance to Immigration and Custom Enforcement (ICE) management on all criminal, investigative, and legal issues, and in the development, functioning, administration, reporting and compliance of the Visa Security Program, inclusive of comprehensive visa application review, criminal investigations, data analysis, liaison activities and training. The Investigator devises work-plans to achieve program goals, plans and initiates investigations in the full spectrum of ICE activities, advises consular personnel in matters of fraud, U.S. immigration law, criminal and immigration proceedings, acts as a consultant and primary Point of Contact (POC) to external stake holders, researches and disseminates all pertinent information, ensures all Visa Security Unit functions are completed in a timely, efficient and appropriate manner, and performs other ICE duties, as directed by the Attaché.

Qualifications and Evaluations

Education: Bachelor's degree is required in any of a number of fields of study that required extensive analysis, research, writing, prioritization, problem-solving and creative thinking such as Criminal Justice, Computer Science, Accounting, Economics, General Science, etc.

Requirements:

EXPERIENCE: Three years of progressively responsible experience in monitoring and analyze fraud trends and developments in Middle East as it pertains to document/benefit fraud, human smuggling and terrorist travel is required.

JOB KNOWLEDGE: Familiar with DHS/ICE Investigation Program; The Immigration and Nationality Act; Title 8 Code of Federal Regulation; Immigration Operating Instructions; and appropriate criminal violations outlined within the U.S. Code. In addition, possess some knowledge of the KSA criminal and civil laws, and have knowledge of documentary sources of information as well as a basic knowledge of the U.S. judicial process. The incumbent must be familiar with using the Internet and various other computer programs.

Evaluations:

LANGUAGE: English level IV (Fluent read/write/speak) is required.

SKILLS AND ABILITIES: Incumbent must possess excellent analytical, advisory, representational/liaison, prioritization and drafting skills as well as the ability to absorb and understand highly complex information and/or trends and develop a strategy to respond to various queries, both official and public. IT software knowledge must include standard Microsoft Office Package and specialized DHS software. Incumbent must be able to manage sudden shifts in priorities, work extended hours without notice,

provide after-hours support to points of contacts and travel abroad on short notice. Incumbent must possess/obtain a valid local driver's license.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission and U.S. Consulates, Jeddah and Dhahran, Kingdom of Saudi Arabia receive a compensation package that includes health and life insurance, annual homeward passage, child education allowance, housing allowance, meal and transportation allowances, plus retirement, 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.

Other information:

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 reemployment rights back to their agency or bureau.

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

How to Apply: To apply for this position, applicants should submit the documents listed below as a single file in PDF format to email address: HRORiyadh@state.gov (Note: Multiple files will not be accepted).

Please use the position title and announcement number as the subject line in your email (failure to use the right subject line may result in your application not reaching the required application folder for further consideration).

For more information on how to apply visit the Mission internet site.

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

- Universal Application for Employment DS-174 form, which is available on our website (Link: https://sa.usembassy.gov/embassy-consulates/jobs/)
- A clear copy of valid Saudi identity card or igama card/work permit
- Passport copy
- High School Diploma
- Degree with transcript
- Language scores (if available)
- Professional certificate or license
- DD-214 Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letters of recommendation
- List of references
- Any additional documentation that supports or addresses the requirements listed above (e.g. copies of essays, awards and certificate of employment).

What to Expect Next: Due to high volume of applications received, only Applicants who qualify take a language or skills test, or who are selected for an interview will be contacted.

Thank you for your application and your interest in working at the U.S. Embassy in Riyadh, Kingdom of Saudi Arabia.