

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – ACCRA

November 19, 2009

HR09-069

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: SENIOR FSN SECURITY INVESTIGATOR

POSITION NO: A56000

OPENING DATE: November 20, 2009

CLOSING DATE: Until Filled

WORK HOURS: Full-time, 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-5 is to be confirmed by Washington)

*Ordinarily Resident: GH ₵ 15,773 p.a. (Starting Salary)
(Position Grade: FSN-10)

LENGTH OF HIRE: Indefinite

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

The U.S. Embassy in Accra is seeking an individual for the position of a **SENIOR FSN SECURITY INVESTIGATOR** in the Regional Security section of the Embassy.

BASIC FUNCTION OF POSITION:

The incumbent serves as the Embassy's senior and supervisory Foreign Service National (FSN) Investigator. He/she provides support to all U.S. Government agencies, through the Regional Security Office (RSO), and under the Chief of Mission. He/she maintains

countrywide liaison with Ghanaian Police Service (GPS), customs and immigration authorities, and Attorney General's (AG) and associated judicial offices. The incumbent also represents the Mission in court proceedings regarding summonses and other legal matters, including habeas corpus extraditions to the United States for prosecution. He/she exercises supervision over two FSN investigators, and provides legal personnel and leadership guidance to twenty-nine surveillance detection team personnel.

The incumbent will perform and supervise criminal investigations involving but not limited to passport and visa fraud, document fraud, financial fraud, theft of USG property, and surveillance incidents identifying possible terrorist targeting. The incumbent will liaise closely with local police during offender apprehensions. The incumbent will monitor judicial proceedings as directed by the Regional Security Officer and assist U.S. law enforcement with physical deportation of extraditable offenders. The incumbent will assist Regional Security Officer with monitoring expenses or paid stipends to local police for providing physical protection to Mission facilities and the U.S. Ambassador's residence. He/she will assist with administrative management of Regional Security Office coordinated law enforcement training offered to local police. The incumbent will periodically brief the local guard force project managers and supervisors in concert with the guard force Commander about legal rights and responsibilities concerning guard force detentions and police assisted apprehensions arising from security incidents against the Embassy and Embassy personnel.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. College or university degree or higher education courses in police science, justice or criminology.
2. At least 10 years of progressively responsible experience in investigative work with a military or police organization is required. Police rank of Superintendent of Police or above for two or more years; two or more years of experience as a Deputy Assistant Superintendent of Police (DSP) or as an Assistant Superintendent of police (ASP); and must have attended fraud investigative training, administration or management training offered by a Ghanaian police college or a foreign government's law enforcement training program.
3. Level Four (fluent) in written and spoken English and a good working knowledge of one or two local dialects.
4. A thorough working knowledge of using source information, Ghanaian acts, regulations, and laws; Ghanaian law pertaining to penal code, the marriage act, the divorce act, criminal procedure act, extradition act, evidence act, privileges and immunity act, traffic act, and insurance act as well as a good working knowledge and experience with judicial procedures.

5. Must be capable of using basic computer software such as Word, spreadsheets, and PowerPoint.
6. Ability to exercise initiative and resourcefulness in obtaining information or evidence, demonstrate a professional and positive personality that obtains access to senior police and government officials as well as unfettered access to senior police officials and foreign ministry personnel, and must be capable of working independently and jointly with others.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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 applicants for this position must submit the following or the application will not be considered:

1. Cover Letter, expressing interest in the position.
2. Optional Application for U.S. Federal Employment (OF-612); or a Current Resume or Curriculum Vitae that provides the same information as an OF- 612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

5. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. **All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the AccraHRO@state.gov email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. http://ghana.usembassy.gov/job_opportunities.html**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box G.P. 194, Accra

POINT OF CONTACT:

Telephone: 021-741000
Fax: 021-741627
E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:

http://ghana.usembassy.gov/job_opportunities.html

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--U.S. citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: Until Filled

The U.S. Mission in Accra, Ghana, 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.