

U.S. MISSION MOROCCO

Vacancy Announcement Number: 16-19 FP (Full-Performance)

INVESTIGATIVE SPECIALIST (Two Positions)

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: Investigative Specialist

OPENING DATE: Friday, April 8, 2016

CLOSING DATE: Wednesday, April 13, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-10, DH 385,048 p.a.
(Annual Gross salary based on 40 hours/week including allowances, competitive bonus and benefits package. The U.S. Mission will withhold from employee's gross salary the employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments)

Not-Ordinarily Resident (NOR): FP-5, \$58,032 p.a. (Annual salary based on 40 hours/week)

Final grade/step for NORs will be determined by Washington

Applicants applying for (Vacancy Announcement Number: 16-19 FP) will be considered for (Vacancy Announcement Number: 16-19 T). Therefore, applicants need only apply for one of these two vacancy announcements to be considered."

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (see appendix A for definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Casablanca is seeking eligible and qualified applicants for two positions of Investigative Specialist to work for the Immigration & Customs Enforcement (ICE), Department of Homeland Security (DHS).

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF POSITION:

The Investigator provides guidance and assistance to ICE management on all investigative, legal and socio-political issues, and in the development, functioning, administration, maintenance, reporting and compliance of all aspects of the ICE investigative mission, to include, but not limited to, investigations related to administrative and criminal violations of law, data analysis as well as liaison activities and training. The Investigator defines program goals in consultation with the Attaché and Assistant Attaché, devises work-plans to achieve said goals, plans and initiates investigations, advises consular personnel at all U.S. Missions in the ICE Casablanca's Area of Responsibility and other government officers in matters of fraud, U.S. law, criminal and immigration proceedings, and other issues on a routine basis, acts as a consultant and primary point-of-contact to numerous external host government, non-government, third-country, law enforcement and private sector contacts, researches/receives/stores/drafts/edits/disseminates all pertinent information and

correspondence, ensures all assigned activities are completed in a timely, efficient and appropriate manner, and performs other ICE duties, as directed by the Attaché and/or Assistant Attaché.

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.

Education: A Bachelor's degree from a U.S., European and/or Moroccan accredited college/university in Criminal Justice, Finance, Computer Science, Law or other related field of study is required

Experience: A minimum of 5 years of actual police/investigative/prosecutorial work experience. Examples of acceptable prior work experience would include: Moroccan National Police, Royal Gendarmerie or the Prosecutors Office is required.

Language: Level 3 (Good Working Knowledge) in English, Arabic and French is required. The incumbent will be routinely required to translate documents and/or conversations between the listed primary languages.

Skills and Abilities:

--Excellent skills in interacting with host country and regional law enforcement, immigration, customs and private sector officials in a manner that reflects positively on the U.S., DHS and Homeland Security Investigations (HSI) is required.

--Ability to take appropriate action with minimal supervision is required.

--Skills in prioritizing assignments, conducting interviews, developing informants, applying investigative techniques and writing reports in English are required.

--Advanced interviewing experience in both field and controlled environments is required.

--Must be able to possess and maintain a valid passport and driver's license, along with a U.S Government recognized security clearance.

--Must have the ability to speak, write and translate fluently from Arabic and French to English and vice-versa.

--Must be able to manage sudden shifts in priorities, work extended hours without advanced notice, and provide after-hours support on short notice.

--Experience in drafting official correspondence to outside agencies as well as internal reports of investigation is required.

Job Knowledge:

--Extensive knowledge of host country law enforcement and border security procedures, to include criminal prosecution requirements, the Mutual Legal Assistance Treaty process, Letters Rogatory and INTERPOL Red Notices is required.

--Familiarity with international police procedures and the exchange of information on a "police-to-police" basis is required.

--Familiarity with traditional and emerging law enforcement investigative techniques that are used in both the United States as well as those used by foreign law enforcement agencies is required.

--A current and positive relationship with a variety of host country law enforcement personnel at the managerial and operational levels is required.

--The ability to utilize multiple methods to collect disparate information, determine its relevance and draw logical and legally defensible conclusions is required.

--Must have an advanced knowledge of the host country's customs, official communication protocols, idiosyncrasies and knowledge of Moroccan government entities.

--A good working knowledge of administrative and technical issues in order to provide assistance to the HSI Attaché, Deputy Attaché and TDY special agents is required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at http://morocco.usembassy.gov/job_opportunities.html and/or by contacting the Human Resources Office at 05 37 63 79 67.

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. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions. A waiver to this requirement by the employee and cleared by the American supervisor must be submitted to the Human Resources Officer for approval prior to applying for a position.
5. The candidate must be able to obtain and hold a **local security certification**.
6. Applicants are required to complete and sign the drug use statement regarding any prior drug usage before they can be considered for the vacant position. The responses to the drug use statement will be used to determine eligibility for DEA employment as a PSA contractor.

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

WHERE TO APPLY:

- a) **Mailing Address:** Human Resources Office
Attention: Vacancy Announcement 16-19 FP
Address: Km 5.7, Avenue Mohammed VI, Souissi, Rabat 10170
- b) **E-mail Address:** RecruitmentRabat@state.gov

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)

Eligible Family Member (EFM): 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.S. Citizen Eligible Family Member (USEFM): 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.

Appointment Eligible Family Member (AEFM): 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.

Member of Household (MOH): 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 not 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.