

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 67-05**

**OPEN TO:** All Interested Candidates  
**POSITION:** Security Investigator (NEC), FSN-6; FP-08\*  
**OPENING DATE:** December 20, 2005  
**CLOSING DATE:** January 13, 2006  
**WORK HOURS:** Full-time; 40 hours/week

**NOTE: This is a temporary appointment, approximately till June 2008. Applicants hired for this temporary position should not expect to be hired into permanent Embassy position when his/her limited-duration contract expires.**

**SALARY:** \*Ordinarily Resident: EURO11,156 p.a. (Starting salary for full performance level), Position Grade: FSN-6  
  
\*EFM/MOH/NOR: US \$27,604 p.a. (Starting salary for full performance level)  
(Position Grade: FP-08 to be confirmed by Washington)

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be **RESIDING IN COUNTRY** at the time of hire and have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Skopje is seeking an individual for the position of **Security Investigator in the Office of Building Operations**.

**BASIC FUNCTION OF POSITION**

Under the direction of the SSM (Site Security Manager), the incumbent will provide support for NEC (New Embassy Compound) construction security program. Conducts background investigations of contractor employees. Reports results of investigations. Maintains thorough and accurate records on pending and completed investigations. Performs initial investigative activity related to the theft/pilferage of material from the NEC location. Liaisons with Embassy security staff and local police as required. Provides assistance and guidance to USG contractor staff regarding security issues. Supports activity of the Site Security Manager in dealing with local authorities.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (3116-180, #2115).

## **QUALIFICATIONS REQUIRED**

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

1. Completion of Secondary School is required.
2. One to three years experience in investigative work is required.
3. Level III (good working knowledge) Speaking/Reading English and Level IV (Fluent knowledge) Speaking/Reading Macedonian is required.
4. Must have knowledge of basic principles and techniques of investigation and basic police operational procedures.
5. Ability to distinguish between conclusions and facts and to report facts accurately in a concise, logical and objective manner. Must possess interpersonal skills to effectively deal with a wide range of contacts. Clear and valid driving license is required.

## **SELECTION CRITERIA**

When equally qualified, Appointment 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 AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.

## **TO APPLY**

Interested candidates for this position should submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 Form with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: George Popov, Human Resources Assistant  
American Embassy Skopje, Blvd. Ilinden bb, 1000 Skopje, Macedonia  
Telephone: 389-2-3116-180 #2115  
FAX: 389-2-3117-103  
E-mail: PopovG@state.gov

Please refer to Embassy Skopje Web Site <http://skopje.usembassy.gov> for the status of submitted applications.

### **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:
  - US 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 US 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 US 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 US 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 AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: JANUARY 13, 2006**

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