

# Embassy of the United States of America Bamako, Mali Management Notice

**MANAGEMENT NO.:** S09-118 **DATE:** November 05, 2009

**SUBJECT:** VACANCY ANNOUNCEMENT NUMBER 09-26

**OPEN TO:** Malian and Other Foreign Nationals

**POSITION & GRADE:** Fraud Investigator  
FSN – 7

**WORK HOURS:** Full-time 40 hours week

**OPENING DATE:** November 06, 2009

**CLOSING DATE:** November 20, 2009

**SALARY:** \*Ordinary Resident: CFA 4,028,287 per annum  
(FSN-07 starting salary before benefits and allowances)

**LENGTH OF HIRE:** Indefinite

The U.S. Embassy in Bamako is seeking a Fraud Investigator at the Embassy Consular Section.

## **BASIC FUNCTION OF POSITION:**

Performs reviews of documents provided as part of consular services screening for fraud as well as conducts field investigations. Develop anti-fraud tools and strategies. Process refugee and asylum following-to-join (Visas 92/93 cases). Incumbent is one of five FSNs in the consular section and reports to the Consular Section Chief via the Fraud Prevention Manager (Vice Consul).

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **Fraud Prevention:**

During NIV processing, screens cases for fraud and verifies documents as necessary. Conducts field investigations at request of consular officers developing from visa as well as American Citizen Services cases. Develops anti-fraud strategies. Conducts visa validation studies. Maintains reporting on fraud including monthly reports as well as input to the semi-annual fraud reporting required by CA/FPP. Develops and maintains contacts with police, protocol officials, civil officials, and councilor counterparts from other diplomatic missions. Develops training

materials and conducts regular (at least quarterly) training sessions for consular staff. Collects and maintains signature/seal exemplars for use in investigations as well as authentications. Accompany applicants referred for DNA exams to collection facility along with FPM or Consular Assistant/Associate.

**Refugee/Asylum travel processing:**

Responsible for all aspects of refugee/asylum following-to-join (Visas 92/93) cases including all correspondence, preparation of files, scheduling, acceptance of applications and documentation, performs data entry for cases, works with consular assistant (visas) and visa clerk to print visas, and prepares packages for travel. Maintains liaison with panel physician and local refugee processing entities as required.

**QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED:**

- Bachelor's degree or Malian equivalent in a liberal arts discipline required; law or justice-related fields highly preferred;
- Three to five years experience involving management and public contact is required with at least one having been in a consular, security, or similar related position in the USG;
- English (S/R - III/III), French (S/R - IV/IV), and Bambara (S/R - IV/IV) are required. Ability to speak other local languages is highly desirable.
- Solid working knowledge of consular laws (Immigration and Naturalization Act), regulations, and procedures required.
- Strong interpersonal and verbal communication skills. Ability to work accurately and efficiently in a high-stress, high workload, fast-paced environment required. Ability and experience using Windows-based applications required.

**SELECTION PROCESS:**

NOTE: It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**TO APPLY:**

Interested candidates for this position should submit the following:

1. Application for U.S. Federal Employment (OF-612); Applicant has to specify on the second page of the Employment Forms (OF-612) part 13 their required English knowledge level to facilitate initial screening.

2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

American Embassy – Bamako – Mali; Att: Human Resources Officer; B.P 34, Bamako – Mali

**POINT OF CONTACT:**

Eva Kaleta (ext 2357) or Kaou Komé (Ext 2512) or Mah Camara (Ext 2315)  
Telephone: 2070-23-00.

**CLOSING DATE FOR THIS POSITION: November 20, 2009**

The US Mission in Mali 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.

Drafted: HRA:MCamara

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