



VACANCY ANNOUNCEMENT

U.S. Mission: U.S. Embassy in Brussels

Announcement Number: Brussels-2019-61

Position Title: Security Investigator

Opening Period: April 12, 2019 – April 28, 2019

Series/Grade: LE-105/8
FS-105/6

Salary: LE: EUR 3,496 - EUR 4,620 gross/month
FS: USD 41,081 - USD 72,117 gross/per annum. Actual FS salary determined by Washington D.C.

For More Info: JAS Human Resources Office, Tri-Missions, Brussels

Who May Apply: U.S. Citizen current employees / All Sources

Security Clearance Required: Top Secret

Duration Appointment: LE: Definite Not to Exceed 1 year. May become indefinite after successful completion of one year.
FS: Definite Not to Exceed 5 years. (FMA)
Definite Not to Exceed 1 year. (PSA)

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf) before you apply: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Embassy in Brussels is seeking eligible and qualified applicants for the position of Security Investigator.

The work schedule for this position is full-time (LE: 38 hours per week; FS: 40 hours per week).

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

Supervisory Position: No

Duties: The incumbent conducts complex and sensitive personal security background and special investigations assigned by the Regional Security Office (RSO). Must be able to obtain and maintain a Top Secret security clearance. The Cleared Investigator serves as an advisor to the RSO in establishing and maintaining liaison with senior Belgian police and security officials. S/he conducts security background investigations to determine security clearance suitability for positions allowing access to classified information. S/he works directly with the RSO as well as the Senior Security Investigator on most issues to include LE Staff investigations and liaison activity with Belgian authorities. S/he reports directly to the Senior or Deputy Regional Security Officer regarding background investigations and classified matters but is supervised and rated by the Senior Security Investigator. The Cleared Investigator has the collateral duty of managing the residential security systems (alarm) contract. Incumbent may also serve as a Government Technical Monitor (GTM) on the local guard contract, responsible for monitoring and inspecting the Contractor's progress and performance for compliance with the terms and conditions of the contract, working directly with the ARSO/COR and RSO.

Qualifications and Evaluations

Education: Completion of secondary school education.

Requirements:

EXPERIENCE: Minimum five years of progressively responsible experience in investigative work with a military, police, private security, or USG organization. A minimum of three years of the experience must be with a USG organization.

JOB KNOWLEDGE: Excellent analytical working knowledge of the interview/research process, as well as an understanding for those procedures and instructions as their limitations. Must have good working knowledge of gathering various sources of information to include internet and search engines both official and informal, that are needed to develop and verify information on the various subjects and topics of examination and research. Must understand Belgian law, procedures and instructions, for instance Privacy Act and Data Protection Law and excellent knowledge on U.S. and Local Criminal Codes and Codes of Criminal Procedures. Must have good working knowledge of 12 FAM, DS Personnel Investigation Handbook and Regional Security Offices Instructions and Procedures Handbook. Must also be able to understand and interpret contract language.

Evaluations:

LANGUAGE: Speaking/Reading/Writing: Level 4 (fluency) in English; level III (good working knowledge) in Dutch or French is required.

SKILLS AND ABILITIES: As a security and law enforcement advisor, the jobholder must be able to maintain extensive contacts with senior U.S. law enforcement authorities assigned to local law enforcement authorities, such as the Brussels police, the Belgium Federal Police, the Belgian Crisis Center, and various other federal and local agencies. Must have the ability to exercise initiative and

resourcefulness in obtaining information and evidence. Must be able to draft reports in precise English. Must have a class B driver's license. Must have extensive knowledge of Windows operating computer system including Word, Excel, Power Point and Access. Must be able to develop techniques to find information on the internet or other sources regarding demonstrations or actions against U.S. interests and facilities.

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), working at the U.S. Mission in Brussels receive a compensation package that includes benefits such as hospitalization insurance, life insurance, and extra-legal pension.

For EFM, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the same 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 re-employment 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: All candidates must be able to obtain and hold a **Top Secret** clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission's internet site.

To apply for this position, applicants should electronically submit the documents listed below.

To apply for this position click the "Apply Now" button at the Mission's internet site:
<https://be.usembassy.gov/embassy/jobs/>.

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

- DS-174
- Copy of Orders/Assignment Notification (if applicable)
- Passport copy or ID copy
- Copy of driver's license
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Brussels.