

U.S. Mission - American Embassy Madrid, Spain

VACANCY ANNOUNCEMENT

No. 28-20	SECURITY INVESTIGATOR	September 30, 2020
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U.S. Mission: Madrid, Spain
Announcement Number: 28-20
Position Title: Security Investigator
Opening Period: September 30, 2020 – October 14, 2020
Series/Grade: LE-8 or FS-6
Salary: LE-8: 39,397€ p.a.
FS-6: \$50,714 p.a. salary determined by Washington D.C.
For more Info: [Madrid HR Applications@state.gov](mailto:Madrid_HR_Applications@state.gov)
Who may apply: All Interested Applicants / All Sources

Please go to section on “How to apply”. Instructions must be strictly followed. Applicants must submit a DS-174

Security Clearance Required: Local Security Certification or Public Trust

Duration of Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply

Summary: The U.S. Mission in Madrid is seeking eligible and qualified applicants for the position of **Security Investigator**.

The work schedule for this position is: Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (generally 1 week) of receipt of agency authorization and/or clearance/certification) or their candidacy may end.

Supervisory Position: No

Duties: Working in the Regional Security (RSO), the Foreign Service National Investigator (FSNI) conducts security investigations and maintains liaison with local police and other security and law enforcement officials. The FSNI assists the RSO team in coordinating protection for post personnel and visiting U.S. government officials, obtaining, and reporting information concerning potential threats to post personnel, facilities, or information.

Qualifications and Evaluations:

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.

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Requirements:

Education: A minimum of two years University studies.

Experience: Minimum of three years of experience in law enforcement, military, private security, or investigation is required.

Job Knowledge: Good working knowledge of the local and regional judicial system including criminal laws and procedures, and laws regarding marriage, divorce, adoption, and military service. Detailed knowledge of investigative techniques and security databases.

Evaluations:

Language: Level 3 (good working knowledge) of English speaking/reading/writing. Level 4 (fluent) of Spanish speaking/reading/writing. This may be tested.

Skills and abilities: A valid driver's license is required. Excellent interpersonal skills, ability to conduct investigations with utmost discretion. Ability to draft correspondence and reports in English, and skills in Microsoft Word, Excel, and Outlook applications. Ability to work independently as well as in a team setting.

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.

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.

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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>

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 (Ordinarily Resident) employees serving a probationary period are not eligible to apply. Current OR employees with a MBC rating below 100 points on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR (Not Ordinarily Resident) employees hired on a Family Member Appointment (FMA) or a Personal Services 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.

How to Apply: Applicants must submit a Universal Application for Employment (DS-174) which is available on the website <https://es.usembassy.gov/embassy-consulates/jobs/> to Madrid_HR_Applications@state.gov. To apply for this position, applicants should electronically submit the documents listed below. All candidates must be able to obtain and hold a Local Security Certification or Public Trust.

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

- DS-174
- Copy of Orders/Assignment Notification (or equivalent)
- Residency and/or Work Permit
- Passport or DNI copy
- Driver's License

If applicable, for U.S. Veterans and former U.S. Government employees

- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

If candidate is asked to an interview, please also provide:

- Letter(s) of recommendation
- List of references

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 in the website of the Embassy <https://es.usembassy.gov/embassy-consulates/jobs/>

Thank you for your application and your interest in working at the U.S. Mission in Madrid, Spain.

HR: SMagarian/ms
MGT: JBedessem

FMO: WBellamy
RSO:BJGreen