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**UNITED STATES MISSION - BOGOTA  
VACANCY ANNOUNCEMENT**

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No. 108

**Job Vacancy**

October 13, 2004

**OPEN TO:** All Interested Candidates

**POSITION:** **INVESTIGATIVE AIDE (three positions)**  
(ADEA20, ADEA21, ADEA22)

**OPENING DATE:** **Thursday, October 14, 2004**

**CLOSING DATE:** **Friday, October 29, 2004**

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/MOH/OR - LCP/FSN-5  
EFM/NOR - FP Scale = FP-9

**If you are a U.S. Citizen Eligible Family Member and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.**

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must have the required work and/or residency permits to be eligible for consideration.

**Applicant must attach a copy of work and/or residency permit.**

**"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".**

## TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612 <http://bogota.usembassy.gov>) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

**Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.**

**Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos" - "Vacantes".**

## SUBMIT APPLICATION TO

American Embassy  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

Embassy employees must submit the employment application to the Human Resources Office receptionist. Outside applicants must submit the employment application to the Embassy receptionist. EFMs not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

## PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking three individuals for the Investigative Aide position in Drug Enforcement Administration (DEA).

## BASIC FUNCTION OF POSITION

Provides personal security for management officials, agent staff and support personnel assigned to or working with DEA Bogota Country Office and Cartagena Resident Office in a variety of settings and circumstances. Additionally, performs investigative and operational support functions to facilitate accomplishment of office program requirements and overall mission objectives.

## **REQUIRED QUALIFICATIONS**

**NOTE: Candidates who do not meet these required qualifications will not be considered.**

- a. Education:** Completion of Secondary School is required
- b. Prior Work Experience:** Minimum two/ three years Colombian Law enforcement experience is required.
- c. Language Proficiency:** Rudimentary knowledge of English (Level 1). Spanish Level IV (fluent) are required.
- d. Knowledge:** Familiarity with Colombian National Police organization and operational practices, related ministries/offices (e.g. DAS, F-2) and Chamber of Commerce; knowledge of the city and surrounding areas is required.
- e. Skills and Abilities:** Possession of a valid driver's license is required. Ability to safely operate vehicles under a variety of conditions is required. Skill in the use of sidearms, long guns, and automatic weapons is required; mandatory quarterly firearms re-certification, minimum qualification score of 70, same minimum qualification level of DEA Special Agents is required.

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## **FUNCIONES BASICAS DE LA POSICION:**

Suministra seguridad personal para funcionarios oficiales y agentes que estén asignados y trabajando con la DEA frente a una variedad de ambientes y circunstancias. Además, se desempeña como investigador y apoya operaciones para facilitar que se realicen los programas de la oficina y en general todos los objetivos de la Misión.

## **REQUISITOS REQUERIDOS:**

**NOTA: Todos los aplicantes deben llenar los requisitos detallados a continuación y respaldarlos con información completa y específica.**

- a. Educación: Se requiere bachillerato completo.
- b. Experiencia previa: Se requiere mínimo de dos a 3 años de empleo en una cargo de responsabilidad.
- c. Idiomas: Se requiere Ingles basico (Nivel I) y dominio del idioma Español (Nivel IV).

- d. Conocimientos: Debe estar familiarizado con las prácticas operativas y de organización de la Policía Nacional colombiana que se relacionen con los Ministerios, oficinas como por ejemplo el DAS, el F-2, Dijin, Sijin, oficinas militares, Fiscalía. Debe tener buen conocimiento de la ciudad de Bogotá y sus alrededores.
- e. Habilidades: Se requiere licencia de conducir válida (Categoría 5). Se requiere demostrar habilidad para manejar vehículos en una forma segura bajo una variedad de condiciones y tener destreza en el manejo de armas de fuego tales como armas portátiles y automáticas. Será necesario que el candidato sea re-certificado cada tres meses en cuanto a armas de fuego. Puntaje mínimo: 70 puntos al igual que el nivel requerido para los agentes especiales de la DEA.

### **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. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

### **DEFINITIONS:**

1. **Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. child as referred to in 6 FAM 111.3-1 paragraph (1) who is at least age 18; listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority; resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services. Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.
2. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
3. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult

children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

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 permit for employment in country.

5. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. **Foreign Service National (FSN):** A citizen of the host country.

**CLOSING DATE FOR THIS POSITION: OCTOBER 29, 2004**  
**An Equal Opportunity Employer**

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