U.S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
American Embassy, Muscat	STATE	A56103

3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. ☒ No ☐ Yes

4. REASON FOR SUBMISSION

☐ a. Redescription of duties: This position replaces Position(s) No.

☒ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date
a. Proposed by Initiating Office HRO	Security Investigator (OBO) FSN-705	7	SMB	04/04/2011
b.				
c.				

6. POST TITLE OF POSITION (if different from official title)	7. NAME OF EMPLOYEE
SECURITY INVESTIGATOR	

8. MISSION OR OFFICE	b. Second Subdivision
AMERICAN EMBASSY, MUSCAT	Security Investigation Unit
a. First Subdivision REGIONAL SECURITY OFFICE	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of Employee — Date	Typed Name and Signature of Supervisor — Date
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Typed Name and Signature of Section Chief or Agency Head — Date	Typed Name and Signature of Admin or HR Officer — Date

13. **BASIC FUNCTION OF POSITION:**

Primarily conducts background investigations for contract workers involved in new USG construction. Assists with official investigations involving U.S. Embassy employees or interests. Assists senior FSNI with establishing and maintaining working relationships with key officials such as Oman law enforcement agencies, government ministries, Internal Security Service, and the Palace Office.

14. **MAJOR DUTIES AND RESPONSIBILITIES:**

Please See Attachment.

I. Investigative Duties: (40% of time)

a. Performs the full range of personnel background investigation duties, which includes preparing reports of investigation, official memorandums, or diplomatic notes for RSO signature. Investigations are conducted on applicants, local citizens, alien residents and local contractors seeking employment for United States Government construction projects.

b. Conducts investigations into suspected irregularities on the part of contract employees engaged in construction of USG facilities in cases of suspected waste, theft or fraud.

c. With guidance from the Senior FSNI, conducts complex investigations involving conflicting testimony with some witnesses describing an individual's behavior as unsuitable or illegal and other witnesses describing the individual's actions as entirely normal and legal.

d. Conducts other special investigations relating to suspected fraud theft and pilferage of U.S. Government property, allegations of malfeasance, fiscal irregularities and threats of security incidents and robberies involving official U.S. government property or personnel.

e. Maintain files/documentation on all investigations.

II. Liaison: (10%of time)

a. Assists the RSO and Senior Security Investigator with liaison efforts with senior Omani security personnel for the full range of Omani security counterpart contacts, which include daily security information updates for crisis and emergency situations.

b. Cultivates and maintains good working relationship with key officials such as Oman law enforcement agencies, government ministries, Internal Security Service, and the Palace Office.

c. Briefs the RSO and Senior Security Investigator on police, security, civil and criminal procedures of Oman.

III. Protection: (15% of time)

a. Assists the RSO and Senior Security Investigator to coordinate the appropriate security arrangements for all ongoing new chancery construction.

b. Provides emergency response to incidents that require police liaison and involvement.

V. Administration and other duties as assigned: (35 of time)

a. Maintains accurate records for all RSO investigations, liaison, translation, and security incidents.

b. Drafts Diplomatic Notes, letters, cables, and other official correspondence for RSO signature.

c. Liaises with GOO officials for updates and concerns regarding ongoing embassy construction and contractor use of local roads to access the construction site.

* Serve as backup for the Senior FSNI as required. Acts as backup interpreter for the RSO Office.

15. Required Qualifications

A. Education: A four-year college degree in criminal justice or equivalent field is required.

B. **Prior Work Experience:** Two to three years progressively responsible experience in investigative work with military, police, or private security organization is required.

C. **Post Entry Training:** On the job training conducted by the RSO. Additionally, investigator training opportunities sponsored by Diplomatic Security are required when available.

D. **Language Proficiency:** Level IV (fluency) in written and spoken English and Arabic is required.

E. Knowledge: Must have a thorough working knowledge of local laws and protocol pertaining to criminal and civil law, dignitary protection, motor vehicle accidents, and thorough understanding of the Royal Oman Police.

F. Abilities and Skills: Must have a valid driving license qualifying to drive in Oman. Must be able to develop a solid working relationship, and maintain effective liaison with Senior Omani government security officials, possess outstanding interpersonal, organizational, and investigative skills. Must be able to exercise discretion and good judgment. Must be proficient in Microsoft applications.

16. Position Elements

A. **Supervision Received:** The position is supervised by the Senior Security Investigator (Pos. No. A56101) and the second line supervisor is the Regional Security Officer.

B. Available Guidelines: Relevant section of 12 FAM and 12 FAH, and relevant 3 FAM and 3 FAH and 6 FAM and 6 FAH, respectively.

C. **Exercise of Judgment:** Use of outstanding judgment is critical element of this position.

D. **Authority to Make Commitments:** Ability to make appointments and make non-financial commitments.

E. Nature, Level and Purpose of Contacts: Mid to high level contacts in both Omani Government and visitors. Nature of contacts is for RSO office liaison with high-level police, customs, and airport officials for the purpose of conducting investigations and collecting law enforcement information.

F. Supervision Exercised: None.

G. Time Required to Perform Full Range of Duties: Three months.