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**AFGHANISTAN**

**Solicitation open to:** All Interested Afghan Nationals  
**Position Title:** Investigator  
**Type of vacancy:** Single  
**Opening date:** February 03, 2014  
**Closing date:** February 16, 2014  
**Vacancy announcement #:** USAID/306/14/37/OIG  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-09

USAID/Afghanistan is seeking an individual for the position of Investigator in the Office of Inspector General (OIG).

#### **BASIC FUNCTION OF THE POSITION:**

The incumbent serves as a Locally Employed Staff (LES) Investigator, responsible for conducting investigative work at USAID/Office of the Inspector General (OIG). The incumbent works under the direction of either the Assistant Special Agent in Charge (ASAC) or the Special Agent in Charge (SAC) in Washington, D.C. and has duties and responsibilities that are designed to support the investigative program of the country office. The mission of the Office of Inspector General is to promote and preserve the efficiency, effectiveness, and integrity of USAID. To that end, OIG is primarily responsible for receiving allegations and conducting inquiries, and investigating allegations or matters of possible fraud, waste, and abuse in the USAID Programs in Afghanistan.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Under the direct supervision and direction of the ASAC/SAC and regional agents, the incumbent is responsible for carrying out assigned duties, planning and conducting routine investigations into allegations of fraudulent wrongdoing involving projects, programs and operations funded or administered by USAID.
2. The incumbent is responsible for properly recording, analyzing and reporting the receipt of allegations of suspected wrongdoing.
3. On a routine basis, the incumbent provides investigative assistance to senior investigators in planning and conducting investigations and preparing relevant briefings, investigative finding reports, and data entry into the case management system. The incumbent is also responsible for conducting liaison with host country law enforcement and investigative agencies within Afghanistan under the direction of the ASAC/SAC.
4. The incumbent conducts interviews of witnesses and suspects; is responsible for interviewing LES, U.S. direct hire staff, foreign nationals, and others in conjunction with the development of investigative case work. He/she also collects, processes, stores and controls evidence, as appropriate, during investigations.
5. The incumbent routinely renders investigative assistance and support to senior investigators who are preparing for case presentations to the United States Attorney's Office, grand jury, or to foreign courts of law. As required, the incumbent will testify at judicial proceedings and present evidence at criminal, civil and/or administrative proceedings; and provide sound advice to the ASAC/SAC of potential violations of host country laws, the legality of proposed investigative techniques, the admissibility of gathered evidence, as well as the potential political implications of said investigations. Must be capable of maintaining extensive relationships within the law enforcement community.

6. As part of the investigative function of OIG, the incumbent assists in the preparation of accurate, concise and comprehensive reports of investigation for presentation to the United States Attorney's Office, or other entities. Further, the incumbent must: prepare memoranda of interviews; take and prepare sworn statements; prepare other investigative-related correspondence; and, prepare and deliver OIG subpoenas. These activities take place under the close supervision of the ASAC or SAC
7. Gathering evidence, facts, and background information related to allegations received by RIG/I under the direction of the ASAC/SAC. Collecting, reviewing, and analyzing records necessary to prove or disprove allegations of wrongdoing.
8. The incumbent will provide advice to the ASAC/SAC concerning language, business practices, laws, culture, and environment in the host country and performing daily translation and interpretation services as required.
9. The incumbent is responsible for the appropriate application of sophisticated electronic-support equipment and techniques, as directed by the SAC or senior investigator. Additionally, he or she provides investigative support and assistance to senior investigators during investigations requiring the use of electronic equipment and techniques. As required, the employee assists in the planning and executing of search and seizure warrants. Maintains technical investigative and office equipment and related logs and inventory reports.
10. At the direction and supervision of the ASAC/SAC, the incumbent performs investigative leads and other investigative functions on behalf of investigators from other regional field offices engaged in criminal, civil or administrative investigations and/or prosecutions in the United States. This investigative support ensures stability and continuity in matters requiring an OIG presence.
11. The performance of duties required of this position include the following: possession of a valid driver's license; the ability and willingness to travel by various modes of transportation including, but not limited to, motor vehicles, trains, helicopters and airplanes; and the ability to carry and maintain investigative equipment. The incumbent must be willing to accept Tour of Duty (TDY) assignments to Pakistan on an occasional basis.

#### **QUALIFICATION/EVALUATION CRITERIA:**

**Education:** Completion of Secondary School (12<sup>th</sup> grade) is required. Possession of related technical education collegiate degree is desirable.

**Experience:** Incumbent must have a minimum of three years progressively responsible experience in performing investigative work with implementation of foreign assistance projects, the administration of government contracts, and knowledge of financial management and/or closely related areas is highly desirable.

**Language:** Level III (Good working knowledge) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashto is required.

**Knowledge:** A good understanding of social, cultural, customs and civil and criminal law of the host country is required. Some familiarity with U.S. criminal and civil laws, rules of evidence, and rules of criminal procedures is desired. Working knowledge of the host country legal and criminal justice system, and its law enforcement procedures is desirable.

**Abilities and Skills:** Excellent analytical and judgment skills are required to effectively conduct sensitive, high profile investigations, and to provide sound advice to the ASAC/SAC of potential violations of host country laws, the legality of proposed investigative techniques, and the admissibility of gathered evidence. Must be capable of maintaining extensive relationships within the law enforcement community. Must have the ability to exercise initiative and resourcefulness in obtaining evidence. Ability to draft objective and logical reports in English. Strong interpersonal skills are required to build liaison contacts with local law enforcement. Proficiency with Microsoft Office Applications and the ability to conduct effective Internet research is required. The willingness and ability to travel throughout the region is also required.

## HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: Investigator (OIG1437)**

**ANY/ALL application submissions after the closing date of February 16, 2014 will not be considered.**

### REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment as a Locally Employed Staff (DS-174)  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or curriculum vitae that provides the same information found on the DS-174;

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.**

### Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is only open to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female applicants are encouraged to apply.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**