

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

*Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov*



ANNOUNCEMENT NUMBER: 09-73

OPEN TO: All interested Candidates
POSITION: **Administrative Assistant (Finance) FSN-105-08; FP-6**
OPENING DATE: September 29, 2009
CLOSING DATE: October 13, 2009
WORK HOURS: Full-time; 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office
(Position Grade: FP-6 to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kinshasa is seeking an individual for the position of Administrative Assistant (Finance) in the CDC Section.

BASIC FUNCTION OF POSITION

Incumbent is responsible for carrying out all financial and resource management services for GAP/Congo activities including budgeting, procurement, records management and general office management under supervision of the CDC Public Health Administration Specialist.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: Applicants must provide specific and comprehensive information to support each criteria below:

Education: Completion of secondary school is required. In addition, some post secondary school, business school, financial management training or university is required.

Experience: Four years of progressively more responsible experience in financial accounting, bookkeeping, budgeting is required. Experience in procurement of goods and services is required; previous experience working with USG or other foreign missions or agency is required.

Language Proficiency: Level IV (Fluent) English and French are required. Fluent in at least one of Congolese language is also required.

Knowledge: Good computer skills, including knowledge of Microsoft Office: Word, Excel and Internet usage; familiarity with computer accounting programs; understanding accounting basics is required.

Skills and Abilities: Regularly maintain accounting books/ledgers; prepare detailed financial reports by object class and by program activities; good writing skills; ability to follow detailed instructions in operations manuals and directives; be customer service oriented; ability to explain financial management principles and status of funds in clear and easy to understand language; strong interpersonal communication and negotiating skills; ability to identify one's role and function in a teamwork environment is required.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612), or
2. A current resume or curriculum vitae that provides the same information as an OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
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 permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: October [13](#), 2009

Drafted: HR: FNSASU

Cleared: CDC: RRAY (e-mail)

HR: CKUWAKATA

HR: HMULLER

Approved: MGT:CLCLOUD