

# JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY KINSHASA

*Human Resources Office, 498 Ave Lukusa, Kinshasa  
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ANNOUNCEMENT NUMBER: 09-71

**OPEN TO:** All interested candidates  
**POSITION:** **Administrative Assistant, FSN-1050-7; FP-7**  
**OPENING DATE:** September 22, 2009  
**CLOSING DATE:** October 6, 2009  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office.  
(Position Grade: FP-7 to be confirmed by Washington)

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

## **BASIC FUNCTION OF POSITION**

The incumbent serves as Administrative Assistant for matters regarding OSC programs. He performs a variety of administrative and management duties requiring initiative, sound judgment, resourcefulness, and a comprehensive knowledge of OSC organization, programs and mission.

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

## **QUALIFICATIONS REQUIRED**

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

**Education:** Completion of at least two years post-secondary study is required.

**Experience:** One year of progressive work experience in clerical or administrative related fields is required.

**Language Proficiency:** Level III (Good Working Knowledge) English and French ability is required. Good Working Knowledge of Swahili or Lingala is required.

**Knowledge:** Must have a good knowledge of local military structure.

**Skills and Abilities:** Knowledge of MS Office and data systems is required. Must be able to navigate the internet to obtain essential information, and must be able to use computer equipment for word processing, and able to develop graphics and materials for briefings and other audio-visual presentations. Must have a valid driving license.

## **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. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.
4. Current employees serving a probationary period are not eligible to apply.

**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 6, 2009

Drafted: HR: FNSASU

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Approved: MGT:CLCLOUD