

# JOB OPPORTUNITY

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

**ANNOUNCEMENT NUMBER: 09-80**

*Those who have previously applied for position no. 09-72 need not re-apply as your application will be considered.*

**OPEN TO:** All interested candidates  
**POSITION:** **Automotive Mechanic, FSN-1020-4; FP-AA**  
**OPENING DATE:** October 16, 2009  
**CLOSING DATE:** October 30, 2009  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office.  
(Position Grade: FP-AA 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 Automotive Mechanic in the Motor Pool Section.

## **BASIC FUNCTION OF POSITION**

Performs all journeyman level mechanic repairs, installations, and adjustments to Mission vehicles.

## **QUALIFICATIONS REQUIRED**

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

**Education:** Completion of secondary school is required. Completion of vocational training or apprenticeship recognized as producing journeyman automotive mechanic skills is required.

**Experience:** Two years of prior experience working in a motor mechanic shop is required.

**Language Proficiency:** Level I (Rudimentary) English ability is required. Level III (Good Working Knowledge) French ability is required.

**Knowledge:** Basic knowledge of automotive parts, their usage, motor (sealed and wound) repairing is required. Knowledge of journeyman automotive mechanic trade is required.

**Skills and Abilities:** Must have local driver's license. Must know how to use the tools of the mechanic trade.

## **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 EFM's 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.
6. 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 30, 2009

Drafted: HR: FNSASU

Cleared: SGSO: WJMCCLURE (email)

HR: 1. KUWAKATA

HR: 2. HMULLER

Approved: A/MGT: WJMCCLURE