

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA
Human Resources Office, 498 Ave Lukusa, Kinshasa
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ANNOUNCEMENT NUMBER: 09-83

OPEN TO: All interested candidates
POSITION: French Language Teacher, FSN-201-8; FP-6
OPENING DATE: October 29, 2009
CLOSING DATE: November 12, 2009
WORK HOURS: When Actually Employed (WAE)
SALARY: Paid at a fixed hourly rate, no other benefits
(Position Grade: FP-06 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 French Language Teacher in the Human Resources section.

BASIC FUNCTION OF POSITION

The primary function of this job is to process incoming and outgoing shipments at U.S. Embassy Kinshasa. Expedites the customs clearance and other host country approvals of incoming and outgoing shipment of household and personels effects. This includes filing paperwork, maintaining files, and interacting with government and private sector individuals, among other duties.

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: A university or College degree in education is required.

Experience: Three years experience in teaching with adults is required.

Language Proficiency: Level IV (Fluent) French and level III (Good Working Knowledge) is required. Fluent Lingala and/or Swahili is also required.

Knowledge: Solid background in the French language is required. Classroom teaching methodology and skills are required.

Skills and Abilities: Ability coach students, adaptability, flexibility with hours and location for instruction, creativity, and

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., cover letter, 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: November 12, 2009

Drafted: HR: FNSASU

Cleared: 1. HR: KUWAKATA

2. HR: HMULLER

Approved: MGT:CLCLOUD