



USAID
FROM THE AMERICAN PEOPLE

DEMOCRATIC REPUBLIC OF CONGO

Reference No.: AID-15-06

Position/Salary Range: Administrative Assistant; FSN-7
Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave and medical coverage

Open To: All DRC citizens

Location: USAID/Democratic Republic of Congo
Kinshasa, DRC

Opening: March 25, 2015

Closing: April 22, 2015

Work Hours: Full-Time; 40 hours/week

USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above position.

Completion of a high school degree and fluency of English and French both in oral and written communication is a requirement for this position.

Basic Function of Position:

The incumbent will be responsible for running the day-to-day operations of the USAID/Kinshasa Eastern Congo Transition Office (ECTO).

Major Duties and Responsibilities:

1. Office Management and Administrative Support

- Ensure that the office runs smoothly (meetings scheduled, minutes recorded, documents filed, travel logistics, etc.);
- Efficiently manage the clearance process of ECTO documents;
- Answer phones, receive guests, and place calls as required by ECTO staff;
- Ensure that all visitors to USAID receive the necessary security clearances;
- Assist in maintaining official office and project files in a manner consistent with USAID policy and guidelines;
- Assist in the management of Taskers from USAID/Washington, Embassy Kinshasa, USAID/DRC, and others;
- Serve as the administrative liaison with the UN Agencies, Embassy, Donor Agencies, NGOs and IOs for ECTO.
- Prepare travel support requests (TSRs) and travel vouchers for ECTO staff;
- Organize itineraries and related logistics for ECTO staff's frequent travel to the field;
- Maintain staff timesheets;
- Maintain and regularly update ECTO's toolkit of working documents;
- Ensure all office equipment is properly maintained, and maintain a stock of office supplies;
- Support communications with grantee administrative field staff;
- Manage professional correspondence;

- Maintain the daily calendar of ECTO Director and deputies, set up appointments for both internal and external meetings;
- Maintain close relationships with USAID/DRC Executive Office and Embassy administrative staff on matters related to office administration;

2. Financial Management

- Handle local procurement for ECTO, including preparation of all related documents (e.g. process GLAAS actions) for procurement actions;
- Prepare purchase orders and contract vouchers;
- Prepare draft local procurement documents;

3. Improving Communications

- Interpret from French to English and vice versa;
- Designs and maintains a welcome kit for new ECTO team members;
- Supports the collection of information for case studies and success stories for ECTO; and
- Manages the ECTO Resource Center, as an electronic resource.

4. Other

Performs any other tasks as requested by the ECTO director.

Required Qualifications at the Full Performance Level:

Education:

Secondary School Education necessary, University degree in relevant field desirable.

Prior Work Experience:

At least three years intensive administrative work with an international company or organization.

Language Proficiency:

Fluent spoken and written English and French.

Knowledge:

Knowledge of MS Word, Excel and PowerPoint. Knowledge of MS Access a plus.

Evaluation Criteria and Weights:

1. Education/Weighted 20% based on initial application review;
2. English Language Skills/Weighted 15% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 20% based on written assessment and interview.

How the selection will be made:

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Compensation:

The position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and good working knowledge of English requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

A complete application package consists of the following:

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](http://kinshasa.usembassy.gov/oppportunities/jobs.html). The form can be found in the US embassy website (<http://kinshasa.usembassy.gov/oppportunities/jobs.html>)
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (AID-15-06) and the Title of the Position(s) for which you are applying (Administrative Assistant-ECTO office).

Submit the complete application package via email, to usaidhrkinshasa@usaid.gov

Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.

Point of Contact:

Sandra Kiyanga: skiyanga@usaid.gov

Only short-listed candidates will be acknowledged.

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.

Closing date for this position: April 22, 2015.

The U.S. Mission in the Democratic Republic of the Congo provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.