

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA  
*Human Resources Office, 498 Ave Lukusa, Kinshasa*  
*Phone 097-261-6179; e-mail: HRKinshasa@state.gov*

**ANNOUNCEMENT NUMBER: 15-27**

**OPEN TO:** All interested candidates

**POSITION:** Supervisory Voucher Examiner/ Cashier, FSN-410-9; FP-5 (steps 1 thru 4)  
**(May be hired at trainee level)**

**OPENING DATE:** April 29, 2015

**CLOSING DATE:** May 13, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Information on salary may be obtained from the Human Resources Office.  
(Position Grade: FP-5 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 Supervisory Voucher Examiner/ Cashier in the Financial Management Office (FMO.)

## **BASIC FUNCTION OF POSITION**

Supervision of all vouchering operations and monitoring of three LE Staff grade 07 Voucher Examiner/Cashier, one LE Staff grade 08 cashier with vouchering responsibilities, and one EFM part time staff for collections . Pursuant to Federal rules and regulations, establish post payment guidelines and deadlines so that payments are made on a timely manner. Reporting to the FMO and Financial Specialist for vouchering operations. Serve as Alternate Cashier.

*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:** University degree in accounting or finance required.

**Experience:** Minimum three years of progressively responsible work in technical accounting or bookkeeping with at least six months performing accounting/vouchering and cashiering in a U.S. Agency or the equivalent. Also must have minimum of six months of supervisory skills. Some knowledge of cashiering operations is required.

**Language Proficiency:** Level IV (fluent) English, and level III French is required.

**Knowledge:** Must have a very good knowledge of collection and disbursing functions using automated accounting systems. Must be familiar with many specialized accounting, travel, and cashier systems such as RFMS, ILMS, TREE, WINACS, and E2. Must have a sound knowledge of pertinent State Department laws, rules and regulations and policies and Mission policies and procedures relating to vouchering and accounting classification and the ability to use such knowledge.

**Skills and Abilities:** Must be able to work in a stressful environment to meet deadlines and deal with clients in a tactful and courteous manner. Must be able to follow thorough analytical work to minimize need for detail work by higher-level personnel. Must be able to lead a team to meet specific performance goals to include identifying obstacles and independently making recommendations for solutions. Must be able to summarize information orally and in writing to present quickly and precisely to supported person.

## **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: Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Please submit the complete application package to Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to [HRKinshasa@state.gov](mailto:HRKinshasa@state.gov)

## **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 safe haven abroad, or alternate safe haven 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: May 13, 2015**

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