

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

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

ANNOUNCEMENT NUMBER: 14-64

OPEN TO: All interested candidates
POSITION: **Video Creation Assistant, FSN-6310-8; FP-6**
OPENING DATE: November 5, 2014
CLOSING DATE: November 18, 2014
WORK HOURS: Full-time; 40 hours/week
SALARY: **Ordinarily Resident (OR):** FSN-8
Not-Ordinarily Resident (NOR):
(Position Grade: FP-6) To be confirmed by Washington

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE AND SALARY HISTORY.

The U.S. Embassy in Kinshasa is seeking an individual for the position of Video Creation Assistant in the Public Diplomacy section.

BASIC FUNCTION OF POSITION

Under the direct supervision of the Information Officer, this staff member will assist with all stages of video production and the visual communications supporting Embassy activities, as well as record and monitor local TV and radio broadcasts for reporting of interest to the United States Government. This position will also work closely with the information assistant.

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: Bachelor's Degree in Art, Design or Filmmaking OR equivalent work experience (5 to 7+ years) in documentary and/or news film production is required. Specialized training in press and publications, radio, TV, VCR, or motion pictures is required.

Experience: Two years of progressively responsible experience in the communications media as an audio-visual specialist, videographer, photographer or a combination of similar experience is required. Experience with management of social media platform is also required.

Language Proficiency: Level IV (Fluent) French ability and Level III (Good Working Knowledge) English ability is required. Level III (Good Working Knowledge) of local languages is also required.

Knowledge: Knowledge of current video and photo editing programs, such as Adobe Photoshop and Final Cut Pro. Knowledge of other computer hardware and software programs such as current Windows operating system and MS Office as well as various other applications. Must be capable to self-instruct in computer applications and use. Knowledge of social media platforms, including Facebook and YouTube.

Skills & Abilities: Excellent interpersonal and cross-cultural skills. Can prioritize work schedule and incoming requests. Demonstrated artistic sensibility and audio-visual skills.

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. The candidate must be able to obtain and hold security and medical clearance.

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.

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 EFM's and EFM's 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.
5. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

The US Mission is an equal opportunity employer.

CLOSING DATE: November 18, 2014

Drafted: - HR: WBULU

Cleared: - PAO: EMASI (e-mail)

Approved: HRO: CDESILVA