

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

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ANNOUNCEMENT NUMBER: 14-25/B

**Closing date has been extended to May 9, 2014.
Those who have previously applied for Position No. 14-25 need not re-apply as
your application will be considered.**

OPEN TO: All interested candidates
POSITION: INL Program Assistant, FSN-1901-9; FP-5 (steps 1 thru 4)
OPENING DATE: April 17, 2014
CLOSING DATE: May 9, 2014
WORK HOURS: Full-time; 40 hours/week
SALARY: Ordinarily Resident (OR): FSN-9
Not-Ordinarily Resident (NOR):
(Position Grade: FP-5 (steps 1 thru 4) to be determined 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 INL Program Assistant, in the Office of International Narcotics and Law Enforcement (INL).

BASIC FUNCTION OF POSITION

Incumbent will support the International Narcotics and Law Enforcement (INL) Section in Kinshasa by serving as the INL Program Assistant. S/He coordinates with Congolese National Police, DRC law enforcement agencies, INL Implementers, and other local, international, and NGO partners. S/He maintains database information for Leahy Vetting by reviewing and tracking training candidates. S/He assists with document translation and provides interpretation services during meetings, training. S/He serves as note-taker at meetings. S/He monitors local press, other sources for law enforcement items. Obtain, reviews, and analyzes project implementer monthly and quarterly reports. Requires regular travel to assist in project coordination. S/He reports to INL Director or his/her designee.

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 bachelor's degree in criminal justice, law, rule of law, conflict resolution, human rights, or related field is required. Candidates without a bachelor's degree may be considered if they have extensive practical experience cited in Work Experience section.

Experience: From 3-5 years' experience working with law enforcement or military foreign assistance programs in the DRC, which should include experience working or assisting with training courses (e.g. course logistics, interpretation, etc.), and in addition at least 1 year in project management is required.

Language Proficiency: Level IV (Fluent) in English and French, Kiswahili or Lingala with strong writing and translation ability for French and English.

Knowledge: Demonstrated familiarity with the law enforcement, criminal justice, political systems of the DRC, as well as general government and administrative procedures and practices. Demonstrated familiarity of international or non-U.S. organizations, as well as with U.S or international foreign assistance programs. Knowledge of the goals and mission of the U.S. Embassy and INL. Must have good knowledge of day-to-day operations of law enforcement, as of state of events in DRC provinces.

Skills and Abilities: Must be able to work effectively with host-nation counterparts and ministries to further U.S. program goals and objectives, and communicate same in a timely and concise manner. Excellent and demonstrated writing, translating and effective interpretation skills. Finely honed interpersonal skills. Working knowledge of Microsoft Outlook, Word, Excel, and database usage. Excellent organizational skills, particularly for high-paced environment and for event /

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: May 9, 2014.

Drafted: HR: WBULU
Cleared: - INL: JKIM (e-mail)
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Approved: HRO: CDESILVA