

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

*Human Resources Office, 498 Ave Lukusa, Kinshasa  
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**ANNOUNCEMENT NUMBER: 14-61**

**OPEN TO:** All interested parties

**POSITION:** Cashier/Voucher Examiner, FSN-415-7; FP-7

**OPENING DATE:** October 28, 2014

**CLOSING DATE:** November 10, 2014

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

**SALARY:** **Ordinarily Resident (OR):** FSN-7

**Not-Ordinarily Resident (NOR):**  
(Position Grade: FP-7) 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 Cashier/Voucher Examiner in the Financial Management Office (FMO).

## **BASIC FUNCTION OF POSITION**

Works half time as a cashier and half time as a voucher examiner. As a cashier, performs the full range of cashiering responsibilities including collections, cash disbursements and accommodation exchange. Responsible for the physical custody, processing and accounting of U.S.G. and foreign currencies and cash instruments. Funds are advanced by the U.S. Disbursing officer. As a voucher examiner prepares a variety of vouchers for payment of utilities, contracts and miscellaneous invoices. Prepares spreadsheet for funding utilities and utility like purchase orders and contracts. Prepares telegraphic messages to FSC Paris for input to the accounting system. Serves as first Alternate Class B 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. Please provide any required academic diplomas and/or certificates*

**Education:** College degree in accounting or bookkeeping is required.

**Experience:** Three years of clerical accounts maintenance or closely related accounting clerical work is required.

**Language Proficiency:** Level IV (Fluent) English ability is required. Level III (Good Working Knowledge) French is also required.

**Knowledge:** Must have a good basic knowledge of standardized bookkeeping, accounting and cashiering procedures. A good working knowledge of accounting terminology and codes necessary to classify transactions in an automated accounting and cashiering system is required.

**Skills and Abilities:** Ability to analyze accounts maintenance transactions and take attention to details to detect errors. Ability to operate a computer and a 10-key adding machine. Understanding of work processing and spreadsheet software. Ability to deal well with both Americans and FSN employees, and bank counterparts on cashiering issues.

## **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:

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. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.
5. 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 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 10, 2014**

Drafted: HR: WBULU  
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