

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 14-66

OPEN TO: All interested parties

POSITION: English Language Specialist, (Director of Courses) FSN-201-11; FP-4
(Will be available in late May or early June 2015)

OPENING DATE: November 10, 2014

CLOSING DATE: Open until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY: Information on salary may be obtained from the Human Resources Office
(Position Grade: FP-4 to be confirmed by Washington)

BASIC FUNCTION OF POSITION

Under the general supervision of the post's Public Affairs Officer, manages a financially self-sufficient English Language Program (ELP) that meets the needs of target audience members in support of the Integrated Country Strategy (ICS). Develops students' English language skills and understanding of the United States in accordance with the policies, procedures, and guidelines established by the Bureau of Educational and Cultural Affairs (ECA), by utilizing standard course materials. Develops and implements internal policies and procedures to make operations more efficient, to improve internal controls, and to comply with State Department and Embassy regulations. Identifies specialized audience needs and develops courses to meet them. Directly manages five administrative support staff and 41+ teachers, and provides indirect supervision of two ICASS employed janitors. Develops and manages a budget of over \$1 million. Responsible for books and materials inventory and management of non-standard programs, such as off-site English classes and the English Access Microscholarship program.

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 teaching, education, social sciences or management; or equivalent work experience is required.

Experience: Five (5) years professional management experience is required.

Language Proficiency: Level V English ability (Professional) and Level III French ability (Good Working Knowledge) is required.

Knowledge: Knowledge of business management, budget formulation and reconciliation, and current best business practices are required. Extensive knowledge of U.S. culture and office computer applications (WP, database, spreadsheet, Internet, E-mail), familiarity with Mission Strategic and Resource Plan (MSRP) is required.

Skills and Abilities: Demonstrated cross cultural skills, supervisory skills, leadership skills, conflict resolution, written and oral skills, strong negotiation skills, sound management practices. Ability to develop course material for target audiences, manage resources and recommend appropriate expenditures of those resources in line with the MSRP.

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. The candidate must be able to obtain and hold security 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.
4. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.

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 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.
5. Equivalent work experience: In this process, one year of experience in a specified field will be equivalent to one year of education. For example, a bachelors or equivalent degree in Finance or Accounting and 3 years of experience in Finance or Accounting is required OR 2 years of general college studies and 5 years of experience in Finance or Accounting. (This example assumes host country college degree = four years.)

The US Mission is an equal opportunity employer.

CLOSING DATE: Open Until Filled

Drafted: HR: WBULU
Cleared: PAO: EMASI (e-mail)
HR: CKUWAKATA
Approved: HRO: CDESILVA