

# 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: 14-65**

**OPEN TO:** All interested candidates

**POSITION:** **Teacher Coordinator FSN-6401-9, FP-5 (Steps 1 through 4)**  
(will be available in late May or early June 2015)

**OPENING DATE:** November 10, 2014

**CLOSING DATE:** **Until filled**

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

**SALARY:** **Ordinarily Resident (OR):** FSN-9  
**Not-Ordinarily Resident (NOR):**  
(Position Grade: FP-5) To be determined by Washington

*The U.S. Embassy in Kinshasa is seeking an individual for the position of Teacher Coordinator, in the CALI Section.*

## **BASIC FUNCTION OF POSITION**

To maintain the quality of English language instruction at the Congo American Language Institute (CALI) through the development of high value added programs, events, and teaching techniques, conduct teacher evaluations and classroom observations, to manage curriculum development and the provision of teaching resources, and actively assist and work with CALI team in finding integrated solutions. Serve as liaison between teachers and the school administration.

*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:** BA degree in Education, in Business Administration, in Human Resources or Public Administration; or equivalent work experience is required.

**Experience:** At least three years of teaching experience or three years experience in a mid-level position in business administration or public administration plus two years experience in a supervisory position or human resources is required.

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

**Knowledge:** Must have knowledge of educational management, best practices for language programs and must know how to conduct trainings. Have an extensive knowledge of U.S. culture and office computer applications (word processing, database, spreadsheet, e-mail), and know how to navigate on Internet.

**Skills and Abilities:** Demonstrated cross cultural skills, leadership skills, conflict resolution, written and oral skills, strong negotiation skills, and sound management practices. Must be dynamic, proactive, have initiative, be result-oriented and a go-getter. Must be able to prepare and create reports and class schedules in Excel and Word.

## **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. 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: [Until filled](#)**

Drafted: HR: WBULU

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