

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: 14-10

OPEN TO: All interested candidates
POSITION: **HR Administrative Assistant, FSN-150-8; FP-6**
OPENING DATE: March 10, 2014
CLOSING DATE: March 24, 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. FOR SALARY INFORMATION, PLEASE CONTACT HUMAN RESOURCES OFFICE: **081-8806193**.

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 HR Administrative Assistant in the USAID Executive Office (EXO) section.

BASIC FUNCTION OF POSITION

Responsible for contracting procedures related to FSN and US Personal Services Contracting issues including position review, preparation of Analysis and Evaluation documentation, preparation of contact documents in accordance with agency requirements, preparation of various personnel action forms required for step increase/promotions and related personnel matters. Keeps HR files up to USG standards for easy retrieval, and close-out when necessary.

Responsible for maintaining Mission Training Log and COR online database. Responsible for maintaining WebPass database for all USAID Mission personnel, and answering employee inquiries in a timely manner. Assists in the recruiting process and represents the HR Specialist in His/Her absence.

A copy of the 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: High School Diploma is required.

Experience: 2 years of progressively responsible experience working in Human Resources or in Administration, and 1 year should have been with a USG agency. Experience in the recruiting and staffing process.

Language Proficiency: Level IV (Fluent) English and level III (Good working knowledge) French is required.

Knowledge: Sound knowledge of general office procedures, e.g. filing, logging and tracking systems. Answering employee inquiries in a timely manner. Meticulous attention to detail. The ability to learn USG and AID contracting, personnel and travel procedures including Automated Directive System (ADS) and relevant FAM regulations.

Skills and Abilities: Must have administrative management ability. Excellent computer skills in the use of databases and word processing are essential; verbal and written communications skills too, in order to effectively communicate with mission staff at all levels, outside candidates and the general public, as to provide clear information regarding employment with USAID. Strong interpersonal skills are needed to interact with clients and vendors in a customer service-oriented environment. Ability to ensure complete confidentiality and a high level of professionalism. Diligent work ethic.

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.

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 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.

The US Mission is an equal opportunity employer.

CLOSING DATE: March 24, 2014

Drafted: - HR: WBULU

Cleared: - USAID: KSARSOK (E-mail)

- HR: CKUWAKATA

Approved: HRO: CDESILVA