# 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: 13-19**

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| **OPEN TO:** | All interested candidates |
| **POSITION:** | **Human Resources Management Specialist, FSN-305-10; FP-5** |
| **OPENING DATE:** | April 8, 2013 |
| **CLOSING DATE:** | April 22, 2013 |
| **WORK HOURS:** | Full-time; 40 hours/week |
| **SALARY:** | **Ordinarily Resident (OR)**: FSN-10<br>**Not-Ordinarily Resident (NOR)**:<br>(Position Grade: FP-5) 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 Human Resource Management Specialist in the USAID Executive Office (EXO) section.*

**BASIC FUNCTION OF POSITION**

The incumbent serves as principal advisor to the EXO on human resources and personnel management issues for USAID/DROC. In this capacity, s/he assists the EXO in implementing, directing, and performing functions of the Human Resources section which provides personnel services to American and local employees assigned to the Mission to include US Personal Service (USPSC), Third Country National (TCN) Personal Service Contractors and any other employment mechanisms or categories. Functions include recruitment and appointment of local employees, USPSC's and TCN's, maintenance of position control records, staffing patterns and personnel files, issuance of personnel actions, placement and promotion of local employees, local position classification and wage administration, orientation and personnel processing of incoming and outgoing employees, operation of various awards programs, participation in surveys and preparation of periodic and non-recurring reports.

*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**: Completion of a university degree in Human Resources Management, Public Administration, Business Management, Contracting, or a related field is required.

**Experience**: Five to seven years progressively responsible experience in the field of personnel or human resources management is required.

**Language Proficiency**: Level IV (Fluent) in both written and spoken English and French is required.

**Knowledge**: Thorough knowledge of personnel and human resources management is required. Good working knowledge of local labor law practices and prevailing personnel practices is required. Knowledge of US Government personnel compensation systems, position classification standards, personnel policies, regulations and procedures is required.

**Skills and Abilities** Excellent computer, supervision, analytical, interpersonal, organizational, and negotiation skills required. Must be tactful and discreet when dealing with sensitive personnel matters. Must have a stable and pleasant demeanor that inspires confidence when dealing with supervisor and employees. Must be able to analyze information, effectively discuss findings and prepare budgets for personnel actions.

**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:** April 22, 2013

Drafted: - HR: CKUWAKATA
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